BAINBRIDGE ISLAND LAND TRUST

October 2026

NOW HIRING: Land Protection & Permitting Specialist

Position Title: Land Protection & Permitting Specialist
Reports to: Conservation Director
Location: Bainbridge Island Land Trust, Bainbridge WA
Classification: Non-exempt, hourly. 24 hours/week

Schedule: Monday-Friday, hours TBD
Rate of Pay: $37/hr.
Benefits: Medical, dental, vision; holiday, vacation, and sick pay; retirement plan. Eligibility and effective dates follow applicable plan terms and BILT policies.
Benefits also include commute costs support and compensation for employees own medical, dental, and vision coverage. Additional benefits are offered with tenure, e.g., SIMPLE IRA with an employee match. Annually, the Land Trust offers 12 paid holidays, 12 paid sick days, and 15 paid vacation days, with vacation days increasing at tenure benchmarks (all prorated based on hours/week worked).

SUMMARY:

The Land Protection and Permitting Specialist assists the Conservation Director in bringing new properties into permanent protection using a suite of potential land protection tools. The position ensures the timely movement of projects through the protection process, including landowner negotiations and refinement of sale or easement terms, detailed review, editing, and occasional drafting of transaction documents, and compiling all documents needed for physical files.

KEY RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Assist in all phases of land protection projects (purchases, CEs, and other mechanisms), with emphasis on drafting/reviewing terms of conservation easements and real estate purchase and sale agreements, and reviewing and summarizing title reports, appraisals, donation tax forms, and other legal documents.
- Track projects through steps necessary to either formally dismiss or proceed to completion of protections.

- Coordinate with all parties participating in this work (Conservation Director and Board Committee members serving as project leads) to ensure work is delegated appropriately, efforts are not duplicated, and the Land Trust's stance on negotiated terms is clear and consistent.
- Assist in contracting and coordinating required appraisal, survey, and other professional contractor work for acquisitions and conservation easements. Work with title company to coordinate closing and recording steps.
- Manage amendments to existing CEs to assist in negotiating revised terms, ensure completion of required new survey and baseline work, and track through to recording. Provide landowners with information on land protection options appropriate to their properties.
- Help to ensure the Land Trust's compliance with Land Trust Alliance Standards and Practices, with particular attention to Standard 8: Evaluating and Selecting Conservation Projects, Standard 9: Ensuring Sound Transactions, and Standard 10: Tax Benefits.
- Ensure hard files for transactions are compiled to Land Trust Alliance standards.
- Work with Conservation and Stewardship staff to identify permits needed for restoration efforts and take lead in obtaining these.
- Occasionally assist CE landowners in navigating Kitsap County Open Space Classification.
- Occasionally assist in contracting and coordinating required professional contractor work for restoration projects.

QUALIFICATIONS:

Minimum Qualifications

- BA/BS or equivalent experience
- Excellent written and verbal communication skills.
- Strong attention to detail and record keeping.
- Project management skills, ability to track multiple complex transactions to completion.
- Familiarity with conservation easements.
- Experience in real estate transactions and landowner negotiations.
- Some experience with title review and evaluating implications of existing easements, critical areas, and other encumbrances, etc.
- Basic familiarity with codes and permitting processes at a local or state level.

Preferred Qualifications

- Knowledge of natural resources conservation principles.
- Knowledge of City of Bainbridge Island Municipal Code, Zoning, and permitting processes.

- Knowledge of Open Space Taxation Act, classifications, and enrollment and removal procedures.
- Familiarity with LTA and IRS requirements that guide conservation transactions.
- Familiarity with stream restoration permitting processes.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS

This role is primarily performed in an office setting, during normal business hours. There may be occasional field visits to examine properties, including walking and navigating off-trail. BILT will consider reasonable accommodation for qualified applicants and employees.

ABOUT BAINBRIDGE ISLAND LAND TRUST

For more than three decades, the Bainbridge Island Land Trust has played a vital role in conserving areas of ecological significance. The Land Trust's work to protect and restore Bainbridge lands and waters is done to honor past generations, preserve a legacy for future generations, and build a network of protected lands resilient to a changing climate. The Bainbridge Island Land Trust is committed to supporting diversity, equity and inclusion and finding opportunities for all employees to succeed.

The Bainbridge Island Land Trust is an Equal Opportunity Employer committed to a respectful, inclusive, and accessible workplace. We welcome applicants of all backgrounds and make employment decisions without regard to race, color, religion or creed, sex (including pregnancy), gender identity or expression, sexual orientation, national origin, citizenship or immigration status, marital status, age, disability, use of a trained dog guide or service animal, veteran or military status, or any other status protected by applicable law.

HOW TO APPLY

Email your résumé and a short cover letter to employment@bi-landtrust.org.

Applications will be reviewed on a rolling basis with review beginning November 16, 2026.