

**VERMONT HOUSING & CONSERVATION BOARD**  
**Job Description**

**Position:** Farmland Conservation Analyst  
**Reports To:** Conservation Director  
**Classification:** Regular, full-time, exempt

Responsibilities:

The Conservation Analyst will contribute to achieving the goals of VHCB's overall conservation mission with a focus on farmland conservation. The analyst will primarily evaluate and make recommendations on farmland conservation grant applications and assist with the administration of the farmland conservation program. The Analyst will also participate in the development and refinement of VHCB's conservation related policies and provide technical assistance and capacity-building support for applicants and partners.

1. Farmland Conservation Grant Application Process and Analysis
  - Conducts analysis of grant applications, including project budgets, farm businesses and business plans as appropriate, and conservation easements, and makes recommendations for Board action.
  - Responsible for managing with partners the farm appraisal process, including project configuration, assisting appraisers in interpreting VHCB requirements, conducting appraisal reviews and overseeing appraisal tracking, undertaking data entry and invoice management.
  - Works with Agricultural Director on pre-application grant review process, including partner communication and meeting facilitation.
  - Manages electronic files and maintains and ensures integrity of information in VHCB's database related to projects and associated program work.
  - Reviews, with Grant Administrator and Administrative Officer, draft grant agreements and commitment letters for project awards.
2. Grant Award Closings
  - Works with VHCB General Counsel and other VHCB staff to review legal and other project closing documents and compliance with VHCB and federal program grant conditions prior to closing. Prepares closing memos to VHCB General Counsel.
  - Processes disbursement requests.
3. Farmland Conservation Program Administration
  - Supports partner application process for farmland conservation funding including compiling NRCS project applications, managing document and process tracking systems and maintaining partner communication.
  - Supports Agricultural Director in funding requests to NRCS for federal farmland conservation dollars and assists with federal grant compliance, reporting and program evaluation.

- Works with Agricultural Director in facilitating communication and collaboration between VHCB's farmland conservation and Farm & Forest Viability programs.
4. Policy Development and Implementation
- Maintains communications with grantees and conservation representatives to ensure their input and comment on VHCB policies and actions.
  - Participates in VHCB conservation policy work and developing policy recommendations for consideration by the Board.

#### Other Duties

- Represents organization, as appropriate, to non-profit organizations, community groups, municipalities, and state agencies.
- Provides technical assistance to non-profit organizations, municipalities, and individuals seeking to use the fund, including directing potential applicants to other appropriate resources for technical assistance.
- Works collaboratively with state and federal agencies and organizations and coordinates program activities with other funding agencies, as appropriate.
- Participates in evaluation of Organizational Capacity Grant applications, assessments of organizations' technical assistance needs and organizational grant disbursements.
- Assists in program development and legislative issues as requested by Agricultural Director and Management Team.
- Keeps in regular communication with other VHCB program staff to take advantage of opportunities for collaboration and program innovation.

Full-time position with comprehensive benefits. Salary range is \$51,000-\$62,000 depending on experience.

#### Qualifications:

The Farmland Conservation Analyst should have extensive experience in and knowledge of agricultural land conservation. Additional experience in natural resources and land use planning desired. Proficiency in data and financial analysis and management is important. The ideal candidate will have experience with federal or state grant programs and reviewing conservation easement appraisals. This position requires strong organizational skills, keen attention to detail, and excellent written and oral communication skills. Proficiency with technology including standard office software is a must. Being highly self-motivated and adept at managing a full and diverse workload is essential, as is working as a member of a team and effectively collaborating with partners. Experience working with non-profit organizations, municipalities, and state and federal agencies is important. Candidate should have a commitment to the broad mission of the Vermont Housing and Conservation Board. Position is based out of Montpelier office. A valid driver's license is necessary as some travel is required.