Land Securement Support Manager

About Ontario Land Trust Alliance (OLTA):

The Ontario Land Trust Alliance (OLTA) is an environmental charitable organization with a mission to empower a vibrant and enduring land conservation community in Ontario. OLTA accomplishes this through providing direct support for nature conservation and stewardship, offering training and educational programs, promoting community networking, helping to ensure land trusts meet (and exceed) a set of national standards and practices, and raising the profile of the work of land and nature trusts.

Job Description:

Reporting to the Director, Member Relations and Collective Impact, the Land Securement Support Manager helps land trust members and associate members plan and complete land securement, from early strategy to closing, particularly in relation to the Greenlands Conservation Partnership Program (GCP).

This role suits someone with deep, hands-on securement experience who wants to put it to work strengthening Ontario's land trust community. About half your time will go to supporting a small number of Indigenous land trusts, and the rest to settler-led land trusts that are building their securement capacity. Much of the work is mentoring: sharing practical knowledge, guiding organizations through complex transactions, and helping them build the skills to lead future projects on their own.

You will help partners prioritize ecologically sensitive lands that support connectivity corridors at regional and community scales. You will also become the go-to expert on the Greenlands Conservation Partnership's program requirements and implementation rules for land securement.

Tasks & Responsibilities:

- Mentor and guide land trusts through each stage of securement, from strategy to project selection to negotiation and closing, building their capacity to lead future projects themselves.
- Work with landowners, real estate agents, lawyers, appraisers, and other professionals to negotiate and prepare conservation easement agreements, leases, real estate documents and agreements to gift land.
- Review legal transaction documents, appraisals, contribution agreements and service contracts to make sure each securement meets GCP requirements.
- Track project progress and deliverables, keep organized electronic and paper files, and prepare accurate reporting documentation.
- Advise program managers and staff on land securement requirements, and support GCP program administration as needed.

Skills and Experience:

- Post-secondary education in conservation, natural resource management, business, law or a related field, or equivalent combination of education and experience
- Substantial practical experience in land securement, including real estate transactions, conservation easements, appraisal review and land use planning.

- Specialized background in conservation planning, law, real estate, or natural resource management is an asset
- Knowledge of the principles of conservation biology and conservation planning.
- Experience working with Indigenous communities or organizations on Indigenous-led conservation.
- Experience supporting start-up or early-stage non-profits, and a real interest in mentoring and sharing what you know
- Strong project management, analytical and problem-solving skills, with the ability to balance several priorities and competing deadlines.
- Excellent written and verbal communication, and a proven ability to build trusted relationships with landowners, partners and professionals across the public and private sectors.
- Comfort working independently with little supervision, as well as collaboratively as part of a team.

Other Requirements:

- Access to a home office workspace
- Must have access to high-speed internet and adequate bandwidth, as working from home will be required most of the time

Employment Type:

This position is full-time (37.5 hours per week) until March 31, 2028. We can be flexible on the working arrangement for the right candidate and welcome a conversation about what would work for you. Please share your preferred arrangement in your cover letter.

The role is remote within Ontario, and our office is in downtown Toronto. Hours are flexible around core hours, with occasional work outside regular business hours and occasional travel within Ontario.

Salary range: $60,000 – 70,000 per year

To Apply:

Applications from Indigenous and racialized applicants are encouraged. We openly welcome and invite applications from persons with disabilities and those protected by the human rights code and will provide accommodation during all stages of the recruitment and hiring process, upon request.

Please send your cover letter and resume, combined in a single PDF, to recruitment@olta.ca with “Land Securement Support Manager” in the subject line. The deadline for applications is November 8, 2026 at 11:59 PM EST. No phone calls, please.

We thank all applicants for their interest. We will contact only those selected for an interview.

To learn more about us, visit www.olta.ca.