Become our next

Acquisitions Coordinator

Do you have a passion for conservation of the desert? Do you enjoy working in a fast-paced, energized, team-oriented environment? Do you like to work with people from all walks of life? Are you meticulously detail oriented and value accuracy in in every task? Do you want to make a difference and have fun doing it? If so, you may be the perfect person for the position of Acquisitions Coordinator with the Mojave Desert Land Trust.

About Mojave Desert Land Trust

The Mojave Desert Land Trust (MDLT) is a nonprofit 501(3)(c) organization, founded in 2006. Our mission is to protect the ecosystems of the California Desert and their natural, cultural, and scenic resource values. MDLT's service area spans 26 million acres – the entire California portion of the Mojave and Colorado Deserts. Our work ensures preservation and stewardship of ecologically sensitive desert lands and habitats in tandem with creating ways for people to learn about and experience these extraordinary landscapes. We focus on acquiring and protecting properties within national parks and preserves, wilderness areas, areas of critical environmental concern, and wildlife linkage corridors. We have successfully conserved over 125,000 acres of land, including in Joshua Tree National Park, Mojave National Preserve, Death Valley National Park, the Mojave Trails, and Sand to Snow National Monuments, and designated wilderness areas. The California desert is full of amazing opportunities for creative conservation strategies, and the need is great, as pressures on these landscapes are increasing, too.

The Opportunity

The Acquisitions Coordinator completes and assists with all aspects of the land acquisition and conveyance programs at MDLT. This includes the direct work to complete title review, escrow coordination, document preparation, landowner contact, purchase negotiation and funding as requested by the Acquisitions Manager to acquire and convey interests in real property. The Acquisitions Coordinator provides knowledge and assistance to the Administrative Team to complete necessary property tax documentation associated with MDLT's ownership of land interests. Works with the entire MDLT organization as needed to support the organization and maintain high quality standards.

Qualifications

Education and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:
Education:

- High School diploma or equivalent required. Office related courses or an AA degree in Business Administration are desirable.

Work Experience:

- Two or more years of progressively responsible general administrative, secretarial, accounting or recordkeeping work experience.
- Work experience in title due diligence desirable.

Skills, Abilities and Traits

- Meticulous attention to detail and accuracy in all tasks.
- Carry on simultaneous assignments with close attention to detail, schedules, and deadlines.
- Self-starter who is able to set personal goals, embraces challenges, and is able to independently identify solutions.
- Ability to conduct detailed research utilizing fundamental research principles.
- Maintain complete and accurate records and documentation.
- Use good judgement in determining when to elevate issues to the next level of supervision.
- Intermediate to advanced skills with Microsoft Word, Excel, and Outlook.
- Intermediate to advance skills with Adobe Acrobat
- Exposure to or experience using ArcGIS is desirable.
- Ability to establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- The desire to work in a highly collaborative team-based environment.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Strong one-on-one negotiation skills - the process between two or more parties (each with its own aims, needs and viewpoints) seeking to discover a common ground and reach an agreement that both parties find acceptable.
- Ability to occasionally work some evenings and weekends.
- Ability to occasionally travel overnight on MDLT business.

Certificates, Licenses and Registrations

- Possession of a valid Class C California driver’s license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

About our Team

We are a team of highly motivated and passionate people who care deeply about our mission and one another. At MDLT, we believe in, and support workplace diversity, equity, and inclusion. It is our belief that a diverse and inclusive workforce leads to better discussions, decisions, and outcomes for everyone. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran’s status, color, religion, disability, sexual orientation, and beliefs. If you have the skills, the passion to make an impact, and enjoy an enthusiastic work environment
where differences of opinion and diverse backgrounds are respected and welcomed, then we want to hear from you!

Why our employees love working at MDLT

MDLT is the type of organization where you can balance great work with great life. Every day we go to work filled with passion to be excellent, to creatively problem solve and to innovate.

We offer a competitive salary $20.80 to $22.96 per hour to start with annual cash bonuses based on performance. We also offer an excellent benefit package including:

- Medical, Dental and Vision Insurance Benefits
- 401(k) Retirement Savings Plan with a $1 for $1 company match
- Generous paid time off – extensive vacation, holidays, personal time, and sick time - (additional paid Winter Holiday Break between Christmas Eve and New Year’s Day)
- Cell Phone Stipend
- Flexible Savings Account (FSA) Pre-tax savings for medical expenses not covered by insurance
- Dependent Care Savings Account Pre-tax savings for childcare services

How to Apply

Please email Lani Brown, Director of Human Resources (lani@MDLT.org). Include a thoughtful cover letter addressing your reasons for interest and how your experience prepares you for this position as well as a current resume. Please include at least three professional references with contact information. All applications are held in confidence; references will not be contacted until later in the search process with the candidate’s prior knowledge. Review of applications will begin immediately and will continue until the successful candidate is selected. NO PHONE CALLS PLEASE.