UNIQUE PLACES
TO SAVE

Conservation & Grants Manager

Applications Due November 9, 2026

Mission Statement

Unique Places to Save's mission is to restore and conserve natural and working lands and aquatic resources through conservation protections and sustainable natural resource restoration and management.

About Unique Places to Save

Unique Places to Save ("UP2S") (https://uniqueplacestosave.org/) is a 501(c)3 conservation organization dedicated to address the unmet needs in the land and natural resource conservation space. UP2S meets the challenges of conserving natural and working lands and water resources through partnerships and strategic projects with lasting impact.

The mission-driven team at UP2S adheres to the following guiding principles, integrating them daily into our work:

- ***Science*** and logic are the foundation of our decisions and actions.
- ***Innovation*** inspires, drives, and motivates our work on solutions within and beyond the organization.
- ***Restoration*** of aquatic and terrestrial resources is a viable approach towards regaining natural functions of degraded systems.
- ***Conservation*** of working lands and natural ecosystems supports current and future communities.
- ***Collaboration*** is critical to ensure lasting conservation.
- ***Confidence*** to lead in the face of difficulty and uncertainty creates success.
- ***Permanence*** of our organization is necessary to achieve our goals.

UP2S team members are adept at navigating and managing complex projects, taking a solutions-oriented approach to their work without compromising standards. They are motivated through their lasting conservation accomplishments and uplift their partners through their work. Team members are professional and efficient, are effective communicators that are eager to continually learn, and enjoy working to conserve and restore land, water and other natural resources.

If this describes you, please consider applying to work with the UP2S team.

Scope of the Position

This is a full-time, junior-level support position with potential for upward mobility within the organization. Position should be located in central or western North Carolina. This is a remote position (no office location) with occasional travel required (variable, but typically 5-10% of time). This position reports directly to the Executive Director of UP2S.

Project Management Activities

The successful candidate will be assigned as either the lead project manager or as project coordinator with direct oversight from senior staff. They are expected to conduct the following in relation to the coordination or management of a UP2S project:

- Maintain a productive and positive relationship with client, partner and/or donor, ensuring clear and measurable expectations are being set and met.
- Ensure the project develops on expected timelines and budgets with the utmost efficiency. Adopt the use of management or research tools as applicable.
- Implement all coordination activities and tasks as needed and directed by senior staff.
- Communicate clearly with consultants and UP2S team members and document decisions and key project information or issues.
- Manage relationships, contracts, invoicing and ensure standards are being met by contractors and other service providers.
- Conduct, analyze, and present information and data to maximize project knowledge and efficiency.
- Participate in field visits at project locations or in-person meetings with project partners, as needed.
- Maintain project-related spreadsheets and databases.
- Deliver and receive items and information from/to partners, clients and contractors and file/organize appropriately based on organizational protocols.

Grant-funded Project Support Activities

The successful candidate will support the Executive Director in implementing grant-funded projects, ensuring the work adheres to grant-specific requirements.

- Track grant-funded tasks, resources, and expenditures as required using project management tools and timelines.
- Document progress towards completion or potential project issues for grant reporting.
- Support coordination and effective communication with project funders, partners, and consultants.
- Participate in field visits or in-person meetings with project partners and funders, as needed.
- Develop project-specific communications and outreach.

Grant Research and Proposal Writing
The successful candidate will research applicable grant opportunities to support UP2S conservation projects and general operations. With support from the Executive Director, the candidate will develop effective grant proposals to achieve UP2S's mission.

- Research eligibility and mission alignment with funding opportunities for specific projects and general operations.
- Help establish eligibility and access to funder-specific portals for application processes with support from the Executive Director.
- Develop grant proposals following grant-specific guidance or manuals.
- Track proposal review progress and support proposal review.
- Document all proposal materials following organizational protocols.

Organizational Administration

The successful candidate will also work closely with the Executive Director on initiatives to increase organizational strength and impact:

- Perform organizational administrative duties such as participating in staff and full team meetings, maintaining work records and time tracking, and provide content for organizational outreach.
- Integrate Land Trust Alliance Standards and Practices in all work.
- Support efforts to enhance, modernize, or refine organizational operations and systems.

Requirements for the Position

- Bachelor's degree (or master's degree) in Ecology, Environmental Engineering, or Environmental Science and/or significant experience in other related fields, including:
    - Nationwide Permit, Clean Water Act Section 404 Permit/401 Certification, stream/wetland mitigation, dam removal, aquatic resource restoration.
    - Other experience is a plus in any of the following fields: real estate, biology, agriculture, forestry, land and resource conservation, and finance.
- Successful grant writing and/or grant-funded project management experience.
- Ability and willingness to work 40 hours per week and be available on occasional evenings and weekends.
- Willingness and ability to utilize select computer software programs for a variety of uses.
- Must possess excellent written, verbal, research, and other communication skills.
- Must be a self-starter, independent and organized.
- Must be able to work in a fast-paced environment to meet established goals and deadlines.

- Must be committed to UP2S organizational goals and strategies and can maintain strong, positive, collegial working relationships with outside professional advisors, consultants, partners, donors, and clients.
- Experience working in a remote or hybrid position is highly preferred.
    - UP2S does not provide office space or access to the internet. This is a remote position with a desired location in the central or western areas of North Carolina. Periodic in-person visits for meetings and status updates are required (Greensboro area, subject to change).
- Position requires periodic travel across North Carolina and potentially other neighboring states (SC, TN). Some travel may be to field sites that can be remote, involving challenging terrain in sometimes hot/humid or cold conditions.
- Must be willing to contribute to maintaining an ethical, smooth, and efficient work environment. A sense of humor is appreciated, even if it is not that good.

Other Terms of the Position

- Salary $60,000 - $70,000 per year DOE.
    - **Note:** this initial salary range is not negotiable, please do not apply if you have salary expectations above this range.
- 20 days Paid Time Off (PTO), this includes vacation and sick leave.
    - **Note:** the initial PTO offered is not negotiable, please do not apply if you have higher PTO expectations.
- Increases in salary compensation and PTO considered on an annual basis based on performance.
- Ten (10) paid holidays per year.
- Cellular phone stipend included.
- Participation in the QSEHRA health care reimbursement program.
- Opportunities for professional development.
- Reimbursement at the standard IRS federal mileage rate for work-related travel when using a personal vehicle.

How to Apply

- Please send the following to Christine Pickens (cpickens@uniqueplacestosave.org) by 5:00 pm ET on November 9, 2026:
    - Cover letter detailing experience and qualifications for the position
    - Resume with current contact information
    - Contact information for three (3) professional references