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Transactions Program Manager

Solano Land Trust seeks an experienced Transactions Program Manager to lead land conservation transactions to advance the land trust's long-term approach to protecting the working farms, ranches, and natural landscapes of Solano County.



Organization Overview

Solano Land Trust was founded in 1986 as the Solano County Farmlands and Open Space Foundation as a result of open space advocates, land developers, and a municipal government working together to benefit the whole community. This unusual collaborative genesis created the structure for a board of directors that reflects all sides of land-use issues united in the mission to preserve the agricultural legacy and natural landscapes of Solano County and enhance people's relationship to the land. Solano Land Trust has permanently protected over 25,000 acres of natural areas and agricultural lands.

Mission

To inspire a love of the land and preserve it for people, food, and the natural environment.

Values

Solano Land Trust is committed to balancing its work to benefit the entire community, today and for future generations. They recognize that land and people are inextricably linked and have been for thousands of years, and that protecting land means addressing the environmental challenges that affect both the land and the people who depend on it. The land trust also acknowledges that it cannot meet its forever promise in a way that is meaningful to people throughout the community without intentional and sustained attention to the community and the organizational integrity necessary to carry its mission forward.

Land Acknowledgment

As Solano Land Trust honors the relationship of people to the lands and waters of Solano County, they wish to acknowledge the Indigenous people who lived here and whose ancestors are still living here.



photo credit: S. Nolan

Position Overview

The Transactions Program Manager is a key role that directly advances land conservation in Solano County by guiding landowners, many from multi-generational farming and ranching families, through the process of permanently protecting their land to protect its agricultural or habitat qualities.

The Transactions Program Manager reports to the Chief Program Officer. This person leads and coordinates the acquisition of conservation easements and fee-title land through donation or purchase, or by transfer from developers or mitigation proponents, in accordance with the land trust's policies and procedures. The Program Manager also supports mitigation easement transactions to establish required mitigation for habitat projects on land owned by Solano Land Trust. They will supervise and support the GIS/ Conservation Easement Monitoring Specialist.

The ideal candidate brings strong technical knowledge of land conservation tools, especially conservation easements, experience navigating complex transactions with multiple stakeholders, and a genuine appreciation for working lands and agricultural communities. They understand that lasting conservation depends as much on trust and relationships as it does on legal and financial expertise, and they bring both.

Responsibilities

Land Transactions and Portfolio Management

- Lead all phases of conservation easement agreements and fee-title transactions, from initial landowner contact through due diligence, drafting, negotiation, board approval, and closing.
- Manage a portfolio of active and prospective transactions simultaneously, maintaining clear timelines, priorities, and documentation for each.
- Ensure easement terms are tailored to landowner goals and circumstances while meeting land trust standards and funder requirements.
- Coordinate with legal counsel, appraisers, title companies, and other transaction professionals to move projects to completion.
- Develop and refine internal systems for tracking transaction pipelines, the status of projects, and closing milestones.
- Communicate project progress clearly to senior leadership, the board, and funders.




Grant Writing, Project Funding, and Budget Management

- Identify, research, and pursue grant funding from state, federal, and private sources to support land conservation transactions.
- Write compelling grant proposals that communicate conservation values, landowner stories, and project significance to a range of funders.
- Manage active grants by ensuring timely reporting, maintaining compliance, and stewarding program officer relationships.
- Identify, pursue, and manage mitigation-funded conservation transaction opportunities that align with the land trust's conservation priorities.
- Partner with leadership staff to track grant budgets, timelines, deliverables, and funding allocations across projects.
- Develop and manage the transactions program budgets, monitoring expenditures across projects and funding sources.
- Forecast and monitor transaction costs, including appraisals, legal fees, title, and due diligence expenses.

Relationship Building and Partnership Orientation

-  Cultivate and steward long-term relationships with landowners, particularly those from agricultural and ranching backgrounds, grounded in respect, patience, and genuine care for their land and legacy.
-  Develop and maintain relationships with partner organizations, public agencies, funders, and other conservation entities to advance shared land protection goals.
-  Represent Solano Land Trust in external convenings, coalition spaces, and with landowner communities across the county.
-  Serve as a trusted ambassador for the land trust's mission and values with prospective and current conservation partners.

People Management

-  Supervise and support the GIS / Conservation Easement Monitoring Specialist, providing clear direction, regular feedback, and opportunities for professional growth.
-  Foster a collaborative, mission-driven team culture that reflects Solano Land Trust's values of integrity, inclusion, and long-term thinking.
-  Coordinate with staff across conservation, stewardship, communications, and development to integrate transaction work into broader programmatic goals.

A large, leafy tree with green fruit in a field. The tree is the central focus, with its branches and leaves filling most of the frame. The leaves are a vibrant green, and several small, round, green fruits are visible hanging from the branches. The background shows a grassy field with several other trees in the distance, suggesting an orchard or a park. The lighting is bright, with sunlight filtering through the leaves, creating a dappled effect on the ground.

Desired Experience and Competencies

photo credit: T. Ellison

Land Transactions and Portfolio Management

- 🌿 Familiarity with real estate transaction processes, especially drafting and negotiating conservation easements, title review, escrow, and purchase and sale agreements
- 🌿 Experience reviewing legal documents or working closely with legal counsel on complex agreements, in a land protection or real estate context
- 🌿 Strong organizational skills with the ability to manage a complex, multi-project portfolio with different deadlines and competing priorities
- 🌿 Ability to communicate project status clearly to diverse audiences, including the leadership team, board, and funders
- 🌿 Working knowledge of Land Trust Alliance Standards and Practices and accreditation requirements
- 🌿 Familiarity with IRS regulations governing donated conservation easements, including qualified conservation contributions

Relationship Building and Partnership Orientation

- 🌿 Demonstrated ability to build authentic, trust-based relationships with private landowners, particularly in agricultural and rural communities
- 🌿 Experience working respectfully and effectively across cultural, generational, and socioeconomic differences
- 🌿 Track record of developing and sustaining partnerships with public agencies, peer organizations, or other external stakeholders
- 🌿 Patience, humility, and a genuine orientation toward long-term relationships
- 🌿 Connection to farming, ranching, or agricultural land management that enables an authentic connection with the landowners Solano Land Trust serves is a bonus

Grant Writing, Project Funding, and Budget Management

- 🌿 Experience writing successful grant proposals to public and/or private funders for land conservation or related programs
- 🌿 Ability to manage multiple active grants simultaneously, meeting reporting requirements and maintaining funder relationships
- 🌿 Ability to evaluate mitigation opportunities relative to conservation priorities and standards
- 🌿 Experience developing and managing program budgets, including grant-funded project budgets
- 🌿 Comfort working with finance staff and tracking expenditures across multiple funding sources
- 🌿 Attention to detail and accountability in financial tracking and reporting
- 🌿 Some familiarity with major California land conservation funding sources, such as CDFW, NRCS, Wildlife Conservation Board, or USDA

People Management

- 🌿 Experience supervising and developing staff, including setting clear expectations, providing regular feedback, and supporting professional growth
- 🌿 Experience contributing to a collaborative, mission-driven team culture and serving as a role model to colleagues
- 🌿 Comfort coordinating across departments and working collaboratively with colleagues in finance, communications, stewardship, and development
- 🌿 Experience supporting boards or advisory committees, including preparing materials, facilitating meetings, and following through on assigned tasks



Compensation

This is a full-time, exempt, benefit-eligible position. The anticipated annual salary range for this position is \$75,000–\$90,000, commensurate with experience.

Solano Land Trust provides a portion of the employee’s health, dental, and vision insurance, matches up to 3% of the employee’s contribution toward their 403(b) retirement account, and offers eleven paid holidays and three weeks of vacation per year.

Location

This position is based at the Solano Land Trust headquarters in Vacaville, California. While hybrid flexibility is considered, the role requires a consistent physical presence at the headquarters. The Transactions Program Manager must be available for occasional travel throughout Solano County to visit project sites and regionally to meet with partners or attend events, which may be held after hours.

To Apply

Please visit potrerogroup.com/solano-transactions and select “Apply Here.” Applications should include a resume and a cover letter describing your qualifications that match the position criteria and what you will bring to the role.

Interested candidates should apply by **April 26, 2026**, for priority consideration.

Start Date

Summer 2026



photo credit: T. Muehleisen

Additional Information

More information on Solano Land Trust can be found at solanolandtrust.org

For additional information regarding this opportunity, please contact:

Amy Jiang

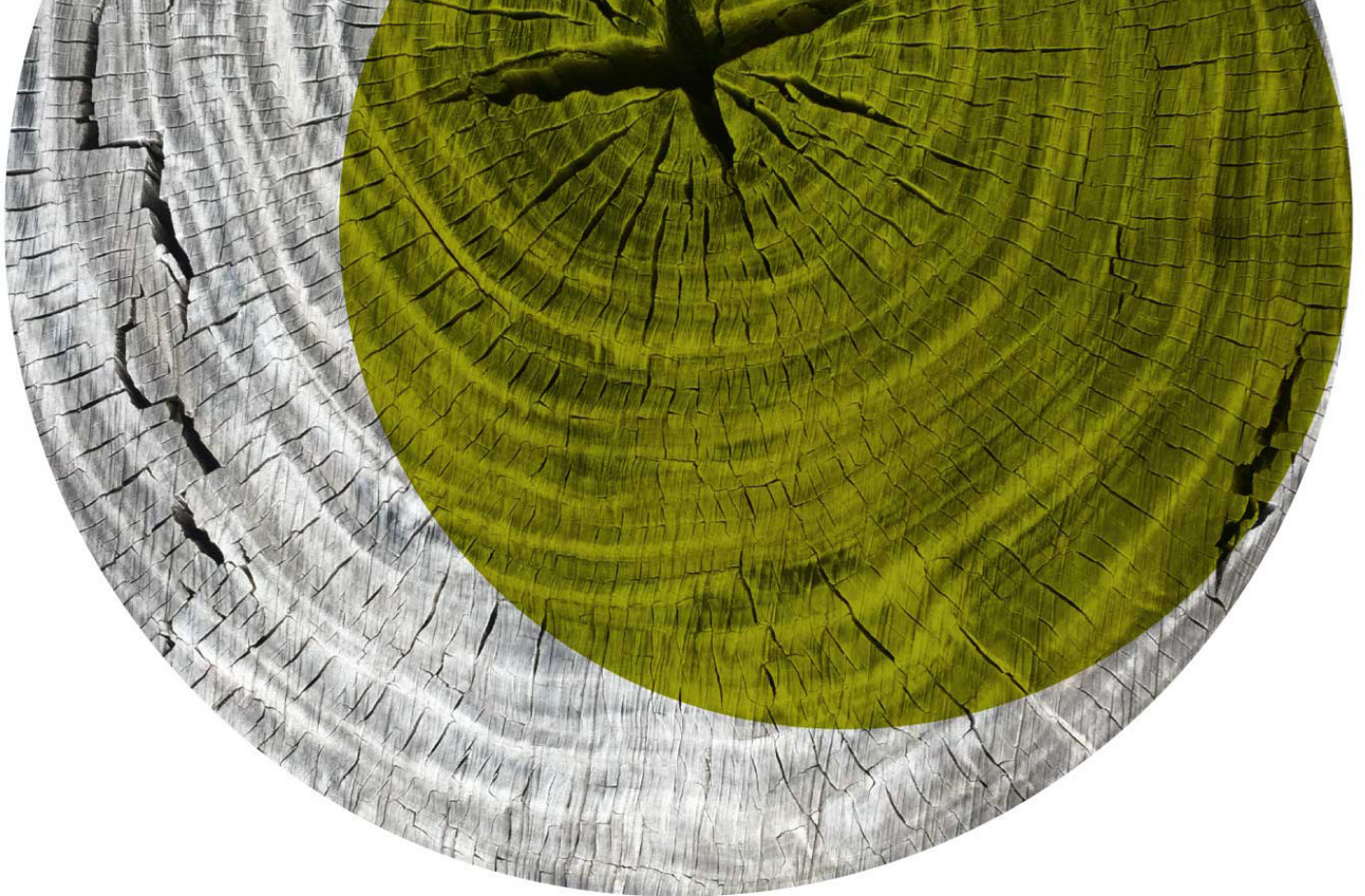
Consultant and Search Lead,
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Equity and Inclusion Statement

Solano Land Trust is an equal opportunity employer. Solano Land Trust is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, protected veteran status, or any other characteristic protected by applicable law.



Potrero Group is honored to coordinate this search on behalf of Solano Land Trust. We support innovative leaders and organizations making a difference in the world with strategic planning, facilitation, organizational development, and board and executive search services. We are committed to equitable and inclusive practices in all of our work.

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