Short-Term Contract Position: Project Manager for Merger Due Diligence

Overview

Inland Northwest Land Conservancy (INLC) and Dishman Hills Conservancy (DHC) are seeking a highly organized individual to proactively facilitate, coordinate, and support the due diligence process for a potential merger between our two organizations. This role is central to ensuring a timely, inclusive, and well-documented process that results in clear, accountable decisions. The Facilitator will work closely with the Merger Management Committee (MMC), organizational leadership, staff, board representatives, and external partners (such as legal counsel) as necessary.

Key Responsibilities

Project Management and Accountability

- Track MOU Action List deliverables and deadlines with the MMC and across multiple working groups (e.g., lands, finance, governance, programs).
- Identify and help resolve workflow bottlenecks, ambiguities, or risks to timeline completion.

Meeting Planning and Facilitation

- Schedule and coordinate all MMC meetings and key cross-functional working group meetings.
- Prepare and distribute meeting agendas in collaboration with MMC co-chairs and working group leads.
- Attend all MMC meetings and document key discussions, decisions, and action items in professional meeting minutes.
- Circulate meeting minutes and maintain accurate, accessible records for all merger-related meetings.
- As part of meeting preparation, follow up with assigned individuals and teams to ensure timely completion of action items.

Document Collection and Organization

- Establish/manage a shared document system (e.g., Google Drive or equivalent) to collect due diligence documents.
- Support responsible parties to gather, organize, and archive:
  - Land files
  - Financials and audit materials
  - HR policies and documents
  - Program overviews
  - Governance documents and bylaws
- Ensure that all due diligence documentation is complete, well-organized, and accessible to authorized participants.

Communication and Coordination

- Serve MMC in communications as needed.
- Coordinate feedback loops and provide timely updates and reminders to participants across INLC and DHC.

Qualifications

- Proven experience in project coordination or facilitation, ideally with nonprofit organizations, mergers, or strategic collaborations.
- Highly organized and detail-oriented, with strong follow-through and documentation skills.
- Excellent interpersonal and communication skills; able to work with people across organizational levels and cultures. Facilitation skills a plus.
- Experience with collaborative platforms (e.g., Google Workspace, shared drives, project management software).
- Strong judgment and discretion with sensitive and confidential information.
- Experience or familiarity with land trusts, conservation organizations, or accreditation processes is a plus.

Timeline and Compensation

- Contract begins: As soon as filled
- Duration: Approximately 4 months with possibility for extension
- Estimated hours: 5-10 hours/week (flexible)
- Compensation: $90 - $125/hr

How to Apply

Submit a cover letter and resume (PDF format) to lbernstein@inlandnwland.org
Applications will be reviewed on a rolling basis.