



Land Conservation and Stewardship Manager

Job Description

Reports to: Executive Director

Prepared Date: October 2023

Employment Classification: Full-time Regular

Status: Exempt

Position Summary

The Land Conservation and Stewardship Manager serves as the principal staff members working with willing landowners toward permanent conservation of their land. The Land Conservation and Stewardship Manager is responsible for moving projects through the land protection process using a diverse conservation toolbox including conservation easements and fee simple acquisitions to meet land protection goals, as well as the ongoing stewardship responsibilities over existing conservation easements. In addition, the position helps secure funds from State, Federal, County, and private grants, and donors to support land protection efforts.

You are passionate about EVLT's mission, protecting special places for future generations, and work diligently to steward and enhance the conservation values of selected properties. You believe strongly that integrity, accountability, and transparency are the foundations for trust and successful conservation. You excel at goal setting, accountability, and workload prioritization. You thrive on creating supportive relationships internally and externally; have strong interpersonal and communication skills; comfortable operating with the unknown; are self-directed yet flexible and excel in a deadline-driven and entrepreneurial environment; love working with people from all walks of life; demonstrate inclusivity and equity in all that you do and possess a "No task too small" attitude.

Essential Duties and Responsibilities

Land Stewardship

- Manage all aspects of EVLT's conservation easement and fee property portfolio in accordance with EVLT policies and Land Trust Alliance Standards and Practices to ensure compliance with internal policies and procedures and Land Trust Alliance standards.
- Oversee legal compliance, easement interpretations, landowner reserved right actions, and amendments.
- Lead stewardship projects including analysis, fieldwork, and partner and landowner coordination.
- Propose and negotiate resolutions to stewardship issues and potential and/or actual violations with landowners and third parties.
- Manage any stewardship litigation, including working with outside counsel and ED as needed.
- Coordinate with ED and Stewardship and Projects Committee to plan annual monitoring program.
- Maintain, develop, and improve monitoring report templates in accordance with industry standards. Conducts and documents annual monitoring
- Participate and provide expertise to projects led by other team members as they relate to conserved land and landowners.
- Support Community Engagement Manager to represent EVLT at community and town grant applications and reporting, including presenting to boards and councils as appropriate.



Conservation Easement and Fee Acquisitions

- Lead land protection project management for EVLT including appropriate due diligence and the drafting and reviewing of conservation easements, property deeds and amendments. This work entails working closely with landowners and a variety of contractors including attorneys, appraisers, surveyors, title companies and other professionals towards the completion of due diligence items and closing of the project.
- Serve as the in-house expert on issues related to land protection, including best practices in conservation planning, implementing conservation easements and acquiring fee-owned land.

Program Management

- Manage planning and execution of Community Land Connection Series Restoration Projects, in coordination with the Community Engagement Manager
- Plan and implement new landowner engagement efforts, including landowner workshops and new landowner packet.

Administrative

- Assist with application process, grant writing, partnership development, restoration project activities, budgeting, and reporting for property and conservation easement acquisitions and enhancement projects as appropriate.
- Analyze and maintain data and information regarding property resources, management, and on-going stewardship.
- Maintain GIS database management, analysis, and map-making to ensure accuracy.
- Maintains relevant certifications and accreditation, leading on LTA Standards 1,8,9,10,11,12
- Drafts and updates Management Plans, as necessary.
- Supports and administers Stewardship and Projects Committee.
- Supports fundraising events as needed.

Supervisory Responsibilities

Supervise part-time Intern(s)

Travel Requirements

The Land Conservation and Stewardship manager will be expected to use their personal vehicle for site visits, and mileage will be reimbursed.

Education, Training, and Experience

- 3 years of experience in land and/or water conservation
- Experience with land transactions from beginning to end
- Interest in and passion for EVLT's mission

Knowledge, Skills, and Abilities

- Understanding of ecological concepts in land conservation
- Knowledge of current trends and practices in conservation
- Proficiency in GIS (ArcGIS, Google Earth)
- Demonstrates integrity, accountability, and transparency



- Excels in goal setting and workload prioritization
- Excellent interpersonal and communication skills
- Ability to work with people holding diverse positions and perspectives
- Comfortable operating with the unknown
- Excels at multi-tasking in a deadline-driven and entrepreneurial environment
- Ability to design efficient work procedures, systems, schedules, and work flows
- Ability to address setbacks, overcome obstacles and resource constraints, and troubleshoot issues
- Are self-directed yet flexible
- Impeccable eye for detail
- Possess a “no task to small” attitude
- Professionalism and ability to be discreet with confidential and sensitive issues
- Fluency with Microsoft Office and Google Business tools

Compensation and Benefits

- \$55,000-70,000, based on experience
- Medical/Dental/Vision Insurance
- 401K with 3% employer match
- Up to 120 hours PTO (increases with years of service)
- 10 paid holidays
- Powder/Outdoor Recreation Days
- Wellness benefit of up to \$650 per year (for ski pass, recreation center pass, fitness/wellness classes, etc.)
- Professional Development
- Public Transit Reimbursement

Physical Demands

The Conservation and Stewardship Manager role encompasses a blend of office-based tasks and fieldwork. This includes regular visits to conserved properties, often navigating varied terrains, and potentially facing adverse weather conditions. Field activities may involve lifting objects up to 50 pounds, manual dexterity for equipment use, and keen visual acuity. Additionally, travel to different locations is required, as well as extended periods of computer-based work in an office setting. It's essential for the Manager to maintain a level of physical fitness, with accommodation(s) made as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Employee

Date

Manager

Date