



GEORGES RIVER LAND TRUST

Employment Position Description

Stewardship Program Manager

Amended February 2016

GENERAL DESCRIPTION

The Stewardship Program Manager is responsible for oversight, planning and management of the Georges River Land Trust's easements and preserves in compliance with periodic strategic planning and Land Trust Alliance Standards and Practices. Additionally, the Stewardship Manager is responsible for the creation of all mapping applications through the use of Arc GIS and will work collaboratively with other staff and volunteers to plan and execute community and landowner outreach, stewardship budgets, the creation of baseline data, and response to easement amendments and violations. The Stewardship Program Manager reports to the Executive Director.

KEY RESULT AREAS

Oversight of GRLT Easements & Preserves

- Oversee annual monitoring of all properties, including volunteer oversight, monitoring reports and landowner reporting. Maintain permanent and working stewardship files according to current LTA *Standards and Practices*
- Anticipate, develop and oversee the implementation of action plans for stewardship problems on easements and preserves, including enforcing boundaries and respond to requests for easement amendments and approvals in a timely fashion
- Facilitate good relations with owners of, and abutters to, conserved lands and encourage neighbors to assist in the stewardship of the properties; conduct annual landowner meetings on a rotating schedule to anticipate change of ownership issues, proactively avoid violations and thank donors
- Oversee management and maintenance of all GRLT lands owned in fee according to Management Plans, including ecological considerations (e.g. removal of invasive species, restoration of damaged areas), as well as community relations and outreach, educational opportunities and public access (e.g. parking lots, kiosks and signs, and trail design. Work with team to execute construction and maintenance of public access.
- Recruit, train and sustain a robust corps of volunteers to assist with preserve management and easement monitoring and stewardship; ensure that all volunteer information is current in database
- Prepare baseline data and establish stewardship binder for all easements and preserves in cooperation with the Conservation Program Manager
- Develop management plans in collaboration with Conservation Program Manager for all preserves within 18 months of acquisition
- Participate in the hiring, training and supervision of seasonal trails staff

Conservation Trails Program

- Respond to inquiries and issues regarding the GHP in the absence of a Trails Manager
- Work with other staff and volunteers to ensure Georges Highland Path Standards & Practices is regularly reviewed and utilized consistently on all trails activities
- Work with team to develop and implement plans for the design, construction and maintenance of the GHP

Partnerships, Outreach & Education

- Create maps and associated text as needed for internal planning, GRLT publications, public information, preserve and trails kiosks and other outreach needs
- Create and implement outreach programs on GRLT Preserves and Trails and participate in GRLT community activities

- Research and draft funding proposals in support of stewardship activities and participate in donor cultivation meetings to help advance the Land Trust's fundraising goals
- Execute grant management and reporting including the preparation of state, federal and private foundation grant applications.
- Develop and maintain contact with towns regarding GRLT easements, preserves and trails
- Serve as a consultant to other organizations and towns as appropriate
- Meet with neighboring land trusts and regional partners as needed to maximize opportunities for collaboration
- Participate in the creation of stewardship and public access strategies, multi-year plans, policies and procedures, in compliance with the Land Trust Alliance Standards & Practices
- In collaboration with the Trails Manager, staff the Trails Committee; and attend all meetings
- In collaboration with the Conservation Program Manager, staff the Lands Committee and attend all meetings
- Develop and monitor annual work plan and budget; provide updates
- As time and funding allow, oversee concept development and implementation of Georges River Scenic Byway, Georges River Bikeways, Georges River Water Trail and freestanding conservation footpaths in partnership with communities and other partners

General Office

- All staff are expected to help answer phones and greet visitors in a professional and cordial manner

ESSENTIAL KNOWLEDGE, ABILITIES & SKILLS

1. Masters degree in resource management or related field, or experience commensurate with the needs of the position
2. Excellent command of technologies necessary to conduct the duties of the position, including use of hand-held GPS units, Google Earth, ArcGIS, and Microsoft Office software
3. Hands-on experience in lands management and/or easement or preserve stewardship
4. Familiarity with national conservation and stewardship issues, trends and policies, including the Land Trust Alliance Standards & Practices
5. A working knowledge of the GRLT mission and local land conservation issues in the watershed, as well as an interest in the success of GRLT in meeting its goals
6. An ability to provide vision, oversight and planning for the GRLT stewardship program
7. An understanding of and creative approach to connecting people with the land in ways that develop a conservation ethic, including a working knowledge of Leave No Trace ethics and public access issues
8. Physical fitness appropriate for extensive examinations of land and excellent field work skills including use of maps, GPS and compass
9. A well-organized work style capable of conducting multiple activities during the same period
10. Strong written and verbal communication skills and the ability to keep accurate, detailed and confidential records
11. Professional, outgoing, motivated, positive, energetic and people-oriented approach, including the ability to inspire and motivate action and success in others
12. Ability to work effectively with a wide range of people, including GRLT board members and staff, contractors, landowners, volunteers, the public, donors and other prospects
13. Ability to think creatively and solve problems. Patience and flexibility in adjusting to changes in task scheduling and priorities. Ability to complete projects, meet deadlines and work within established budget
14. A valid driver's license and personal vehicle with evidence of insurance