



**TITLE:**

**CONSERVATION LANDS MANAGER**

**REPORTS TO: EXECUTIVE DIRECTOR (“ED”)**

**EXEMPT/NON EXEMPT: EXEMPT**

**JOB DESCRIPTION & QUALIFICATIONS**

***Key Qualifications:***

- A bachelor’s degree or related experience in natural sciences or conservation
- Motivated, outgoing individual, with demonstrated success working in the natural sciences or a related field
- Track record of success in applying for and receiving a wide variety of grants relating to conservation work
- Comfortable working in outdoor settings, able to walk up to 5 miles through rough terrain and off-trail, and able to carry up to 50 pounds
- Excellent writing and communication skills

***Job Responsibilities:***

This is a full-time, benefitted position (32 to 40 hours per week), renewable upon mutual agreement and satisfactory performance, and contingent upon adequate funding.

Under supervision of the ED, the Conservation Lands Manager performs various program functions as directed. The Conservation Lands Manager is often called upon to clearly and confidently articulate the mission and the message of the Upper Saco Valley Land Trust (“USVLT”) to diverse audiences. GIS, GPS, map-and-compass, trail-building, and digital photography skills are required. Successfully applying and accounting for funding from conservation-related grant sources is also a frequent activity. This position requires the employee to perform a variety of tasks under minimal supervision, with an ability to meet tight deadlines and be reasonably flexible with work time, to include occasional evenings and weekends.

## **ESSENTIAL JOB FUNCTIONS**

### **Administrative/ Management:**

Oversee the Land Steward position and/or other stewardship staff, including Summer Stewardship Intern(s) and periodic contract staff, with guidance from ED

Assist ED, Land Committee, and Board of Directors by providing information relating to developments and trends for land protection and stewardship work, including keeping abreast of stewardship and conservation best practices, any newly recommended policies and procedures, or revisions to guidance documents

Invest in the larger conservation community and by proactively seeking out collaborative projects and by reaching out to other conservation organizations in the Northeast through occasional correspondence and attendance at periodic seminars and field days

Assist ED with periodic re-accreditation through the Land Trust Alliance's accreditation commission

### **Facilitate Conservation Easement ("CE") Donation Process:**

Prioritize projects as identified by Land Committee

Meet with prospective CE donors, outline conservation easement donation process & provide information packets

Provide project summaries to ED and the Land Committee for review

Draft CEs, negotiate "allowed uses" and other terms with landowners, and provide updates to ED and Land Committee

Keep up-to-date on newly recommended boilerplate or template language for CEs

Prepare baseline documentation reports (BDRs)

Request title search, survey, and legal review

Facilitate closing on easements

Work with legal counsel who represents USVLT's interests in land conservation projects, throughout easement drafting and donation process

Follow up with donors to ensure sound transactions (e.g., assisting donors' understanding of appraisal reports, assisting in the preparation of IRS Forms 8283)

### **Identify and Facilitate Conservation Projects with Purchased Interests:**

In partnership with the ED and the Land Committee, determine which projects rise to the level of consideration for purchased interests

Identify grant sources for land acquisitions

Compile grant materials in a timely way, in order for ED or full Board review of applications, as necessary

Complete all required paperwork relating to and complying with grant sources (required management plans, e.g.)

Assist in the development of and execution of neighborhood mailings, community forums and other outreach materials relating to high-priority projects

**Lead USVLT's Easement Stewardship Program:**

- Maintain solid, beneficial relationships with land and CE donors
- Meet with landowners and have open, friendly and frank conversations about future stewardship of their land
- Recruit, train and supervise volunteer monitors
- Train and manage USVLT's Summer Stewardship Intern (together with ED)
- Oversee monitoring program to meet Land Trust Alliance standards and practices and other industry Best Management Practices
- For Third Party Holder or Executory Interest CE's, compile, file, and submit monitoring reports for approval
- Manage USVLT's document retention program by creating digital scans of critical landowner correspondence, CE monitoring reports, and all original documents relating to the donation or purchase of the CE or fee interest; and by updating the Stewardship Binders for easy day-to-day access to these files

**Execute Fee Land (aka Preserve) Stewardship goals:**

- Draft fee land management plans and seek Land Committee input and approval
- Work with contract employees (e.g., foresters, wildlife specialists) to facilitate other management strategies and/or write grant-required management plans
- Apply for and receive funding for Preserve enhancements (e.g., development of parking lots, kiosks, trails, and other access improvements)
- Work on Preserve enhancements (e.g., physically assisting in the development of parking lots, building kiosks, putting in trails), or coordinate such work with contract employees or project partners

**Other**

The USVLT staff is a team, and we all need to assist with certain outreach items, including but not limited to:

- Occasional weekend work
- Staff support for special events such as USVLT's annual meeting
- Assistance in generating periodic mailings of newsletters, etc
- Assistance in database management
- Attendance at Board of Director meetings if requested
- Other tasks as assigned