



**POSITION TITLE:**  
**Conservation Easement Manager**

**About Weantinoge Heritage Land Trust**

Weantinoge Heritage Land Trust (Weantinoge) is the largest land trust in Connecticut and the 18<sup>th</sup> largest in the United States by the number of lands we conserve. Over our 50-year history, Weantinoge has permanently protected more than 9,000 acres in 17 communities throughout Northwest Connecticut. The organization's protected lands include designated wilderness areas, 15 working farms, streambelts, viewsheds, critical watershed lands, and 14 nature preserves open to the public with 18 miles of hiking trails. Weantinoge is in the final stages of LTA accreditation.

**The Opportunity**

The Conservation Easement Manager is instrumental in ensuring Weantinoge's long-term success by working with the Director of Land Conservation and other staff to manage the conservation easement program which includes: monitoring 175 conservation easement properties, meeting with landowners, and developing responses to field issues and landowner requests. The Conservation Easement Manager is often the primary point of contact for Weantinoge's easement landowners, and s/he will grow the organization by helping to maintain and create strong, lasting relationships with this core constituency.

The Conservation Easement Manager will also assist with outreach to NGO partners, preserve management and maintenance, organization-wide GIS implementation, and development of relationships with land trust members and supporters.

**Primary Responsibilities**

1. **Easement Stewardship:** Coordinate and manage the conservation easement program in compliance with Weantinoge's policies and procedures and LTA Standards and Practices. Ensure the integrity of conservation easements through thorough and consistent easement monitoring, landowner interactions, defense and enforcement including: completing annual monitoring visits and reports, maintaining landowner relations, following-up on potential easement issues and violations, and maintaining detailed records.

2. **Landowner Relationships:** Maintain and build professional, measured, and fully documented relationships with all easement property owners and/or their assigned representatives. Provide references, support, and technical assistance as appropriate for private landowners interested in better stewardship of their lands.
3. **Partner Relationships:** Assist with maintaining relationships with partner organizations to further Weantinoge's mission and goals. Provide technical assistance to partners including GIS expertise and easement stewardship. Serve as one of the organization's representatives for coalitions.
4. **GIS:** Organizational implementation of GIS, GPS, and other technology, and maintenance of GIS files and records.

### **Other Responsibilities**

1. **New Projects:** Work cooperatively with the staff on developing background information on new conservation projects.
2. **Land Management:** Assist with land management activities on Weantinoge-owned and managed properties.
3. **Fundraising:** Support conservation program staff in developing grants for land protection, habitat restoration, and other conservation-related activities. Assist in other fundraising activities as needed including attending member events/activities and donor cultivation.
4. **Outreach and Education:** Work with appropriate staff to assist with outreach, education, and development programs and communication. Coordinate volunteers to assist with carrying out the goals of Weantinoge's conservation program.
5. **Baselines:** Assist with preparing high quality baseline documentation that facilitates future property stewardship including conducting field assessments, gathering land use and resource information, and writing the technical report.

Weantinoge's staff operates as a team and the Conservation Easement Manager will be expected to perform other duties as assigned.

### **Skills/Core Competencies**

- Excellent interpersonal, written, and oral communication skills, including public speaking.
- Familiarity with aerial photos, deeds, surveys, topographic maps, and ability to find way around properties in the field.
- Familiarity with northeastern plants, trees, ecology, and habitat types.
- Demonstrated knowledge of natural resources issues (related to land management, recreation, agriculture, and forestry, etc.).
- High level computer skills required, including demonstrated competency with MS Office, Word, and Excel.
- Valid, insurable driver's license/record. Ability to drive standard shift a plus.
- Preferred: Familiarity with Arc GIS, Google Earth and related programs to create and enhance maps. Working knowledge of digital photography, GPS, and other applicable technologies and ability to edit shapefiles.
- Preferred: Strong technical skills in baseline documentation preparation.

## **Qualifications**

- Education
  - Bachelor's or Graduate Degree in environmental studies, environmental science, biological science, ecology, forestry, landscape architecture, recreation, planning, or other related field required.
- Work experience
  - Minimum of 5 years' experience in land management, field biology, land conservation, etc., or similar environmental sciences field or educational experience or degrees in a related field.
  - Demonstrated expertise in the area of conservation easements desired.
- Demonstrated ability to work effectively in a small team environment to develop strategies, set goals, resolve problems, make decisions, and implement plans that are in the best interest of the organization.
- Strong sense of ethics, integrity, discretion, and ability to maintain confidentiality of donor and project information.
- Ability to work some non-standard hours, including evenings and weekends.

## **Working Conditions:**

- This position will include approximately 40% field and 60% office duties.
- This position requires walking/hiking on uneven terrain for long distances, sometimes at remote locations in all seasons and field conditions (heat, cold, bugs).
- This position may involve the use of hand held (power) tools.

The Weantinoge Heritage Land Trust is an Equal Opportunity Employer without regard to race, color, age, sex, sexual orientation, religion, or national origin. Please send cover letter, resume, and 1-2 page writing sample by e-mail to [paul@weantinoge.org](mailto:paul@weantinoge.org) (preferred) or by mail to Paul Elconin, Director of Land Conservation, Weantinoge Heritage Land Trust, P.O. Box 821, Kent, CT 06757. Resumes accepted until May 15, 2015.

Competitive salary and benefits include health insurance, Simple IRA with employer match, paid time off (vacation, sick/personal, holidays).

**No phone calls please**