



## **POSITION DESCRIPTION**

### **Preserves 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 9,700 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 12 nature preserves open to the public with 18 miles of hiking trails. Weantinoge was awarded LTA accreditation in 2015 and has five full-time staff. The organization is a recognized leader in Connecticut and actively partners with land trusts in our service area, providing training and technical assistance.

Weantinoge offers competitive compensation, health insurance, a matching Simple IRA savings-plan, paid vacation and sick leave, as well as a collaborative and supportive work environment that encourages and inspires professional growth.

#### **The Opportunity**

The Preserves Manager oversees all aspects of the management and implementation of an effective conservation program for Weantinoge's 4,300 acres of fee-owned properties. This includes coordinating the annual monitoring of Weantinoge's fee-owned preserves with volunteers, interns, and contractors, overseeing the resolution of property violations and other stewardship concerns, implementing within budget a natural resource management plan for Weantinoge's preserves, managing the organization's hunting program, assisting with the development and completion of stewardship projects, maintaining records in compliance Land Trust Accreditation Commission requirements, and developing and maintaining good relationships with partners, neighbors, and volunteers. In addition, the Preserves Manager will support conservation project needs through drafting and implementing land management plans, conservation planning and mapping, assisting with public education events, the production of outreach materials, and grant writing.

Work will be performed outdoors in various weather conditions and on rugged terrain, as well as indoors in an office setting.

## **Primary Responsibilities**

### Preserve Management

- Implement the annual preserve monitoring program for Weantinoge's conservation lands in accordance with Weantinoge policies and Land Trust Alliance Standards and Practices. Preserves are monitored by staff, volunteers, and contractors.
- Undertake and coordinate within budget the maintenance of Weantinoge's public preserves, including trails, parking areas, and signage, and manage conservation projects on other preserves (invasive species management, field mowing, ongoing research projects, etc.).
- Create and maintain well-organized records for all Weantinoge preserves.
- Oversee the resolution of management issues at Weantinoge preserves in consultation with the Director of Land Conservation, Executive Director, and Board. Management issues include natural environmental events (flooding, hazardous trees, beaver, etc.), as well as incidents of trespass, poaching, illegal timber harvesting, and property encroachment.
- Develop management plans for all new land acquisitions in keeping with Land Trust Accreditation requirements.
- Manage Weantinoge's established hunting program.

### Outreach and Partnerships

- Foster positive relationships with adjoining landowners and build relationships through outreach and education.
- Oversee volunteer activities on preserve property, including training stewardship volunteers, overseeing all aspects of volunteer stewardship events, and maintaining regular and positive communication with Weantinoge's volunteers.
- Assist with maintaining relationships with partner organizations to further Weantinoge's robust collaborative program. Provide assistance and training to partners including land management, stewardship, and technology. Serve as one of the organization's representatives for coalitions.
- Support the organization's public events by leading, attending, and helping to organize hikes, lectures, and other programs.
- Assist in the creation of outreach and development materials by editing and providing written and media content.

### Organizational Sustainability

- Work in partnership with colleagues, partner organizations, members, and the community at large to build a welcoming, successful, and respected community institution.
- Support the organization's philanthropic efforts by participating in member events, visits, communications, and gift solicitations.
- Maintain familiarity with the organization's governing documents (mission, bylaws, strategic plan, policies, etc.).
- Keep current on all aspects of Land Trust Standards and Practices as they apply to job function.

Weantinoge's staff operates as a close-knit team and the Preserves Manager will be expected to perform other duties as needed or assigned.

### **Minimum Qualifications**

- BA/BS degree and at least 3 years of experience in environmental studies, environmental science, education, biological science, ecology, forestry, or other related field required.
- Experience working with Geographic Information Systems (GIS) and Global Positioning System (GPS), including map development.
- Ability to write and edit written materials for use with external communications.
- Strong organizational skills and attention to detail.
- Ability to coordinate multiple projects simultaneously and set and meet deadlines.
- 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.
- A valid U.S. driver's license.

### **Preferred Qualifications**

- Masters' degree or higher-level degree in related field (law, natural resource management, science, education etc.)
- Supervisory experience, including ability to motivate, lead, set objectives, and manage performance.
- Prior land trust experience.
- Experience with writing, securing, and managing grants.
- Experience in partnership development.
- Experience leading public education programs.

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 and resume by e-mail to [info@weantinoge.org](mailto:info@weantinoge.org) (preferred) or by mail to Catherine Rawson, Executive Director, Weantinoge Heritage Land Trust, P.O. Box 821, Kent, CT 06757.

**Resumes accepted until June 15, 2016.**

**No phone calls please**