



POSITION TITLE:
Stewardship Manager

About Weantinoge Heritage Land Trust

Weantinoge Heritage Land Trust (Weantinoge) is the largest land trust in Connecticut and the 18th largest in the United States by the number of lands we conserve. Over our 50+-year history, Weantinoge has permanently protected more than 9,900 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 was awarded LTA accreditation in 2015.

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 177 conservation easement properties, meeting with landowners, developing responses to field issues and landowner requests. The Conservation Easement Manager is often the primary point of contact for Weantinoge's conservation easement landowners, and s/he will grow the organization by helping to maintain and create strong, lasting partnerships with and serve as resource to these landowners.

The Conservation Easement Manager will assist with preserve management and maintenance, outreach with non-profit partners, educational programming, and development of relationships with land trust members and supporters. The right candidate will also manage organization-wide GIS.

Primary Responsibilities (Approximately 80% FTE)

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 Relations:** 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 Relations:** Assist with building and maintaining relationships with partner organizations including providing technical assistance around GIS, GPS, 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 (Approximately 20% FTE)

1. **Land Management:** Assist with land management activities on Weantinoge-owned and managed properties.
2. **Outreach and Education:** Work with staff to assist with outreach, education, and communications, as well as coordinate volunteers to assist with carrying out the goals of Weantinoge's conservation program.
3. **New Projects:** Help develop background information on new conservation projects.
4. **Baselines:** Prepare high quality baseline documentation that facilitates future property stewardship including conducting field assessments, gathering land use and resource information, and writing the technical report.
5. **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, that may include attending member events/activities and donor cultivation.
6. Weantinoge's staff operates as a team and the CE 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.
- Proficiency with Arc GIS, GPS, and related hardware and software to create and enhance maps, including digitizing property boundaries from surveys and editing shapefiles. Preferred: ability to create presentation quality maps for printing, web pages, and powerpoint displays and teach GPS and basic mapping to lay volunteers.
- Familiarity with northeastern plants, trees, and habitat types.
- Demonstrated knowledge of natural resources issues (related to land management, recreation, agriculture, and forestry, etc.) and ability to communicate to landowners.
- High level of computer skills required, including demonstrated competency with MS Office, Word, and Excel.
- Valid, insurable driver's license/record.
- Preferred: Strong technical skills in baseline documentation and 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 3 years' experience in land management, field biology, land conservation, ArcGIS 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 and resume by e-mail to 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 position filled.

Competitive salary and benefits include health insurance, Simple IRA with employer match, paid time off, continuing educational opportunities.

No phone calls please