



DOUGLAS LAND CONSERVANCY

Stewardship Manager Job Description

Stewardship Manager: Full time

Starting Salary: \$50,000 - 53,000/year and a monthly stipend of \$500

The Stewardship Manager will coordinate the land trust's conservation easement stewardship and monitoring programs. This includes working with the Executive Director, Board, Monitoring Coordinator, volunteer monitors, and landowners to complete annual monitoring and address all stewardship inquiries and issues. Reports directly to the Executive Director.

Job responsibilities:

Stewardship (70%)

- Responsible for tracking all Stewardship inquiries and responding according to easement and Land Trust Alliance (LTA) requirements.
- Manage database for tracking conservation easement projects and keep conservation easement records up to date.
- Collect monitoring reports, review and follow up with additional site visits as needed.
- Responsible for administering LOCATE database, keeping GIS easement records, and producing GIS maps.
- Work with Executive Director (ED) to resolve landowner conflicts and avoid easement violations.
- Work with ED and Stewardship committee to track potential violations or issues.
- Serve as a liaison between private landowners and public land management agencies to cultivate relationships and provide landowners information to better manage their land.
- Attend professional development opportunities to keep abreast of national Stewardship issues and LTA guidelines.
- Plan, implement, and oversee Stewardship Committee Meetings with the ED and Board Stewardship Committee Chair.

Monitoring (20%)

- Oversee and assist Monitoring Coordinator with yearly monitoring planning, communication, and implementation.
- Oversee the preparation of annual monitoring reports to be reviewed and approved by the ED.
- Oversee and assist Monitoring Coordinator with volunteer monitoring training.
- Generate high-quality maps and comprehensive monitoring reporting.
- Ensure all properties are monitored according to LTA standards.
- Ensure all monitoring information is documented and retained according to LTA's and DLC's recordkeeping and stewardship policies.

Organizational (10%)

- Assist with organization's day to day administrative duties.
- Assist with events as necessary.
- Attend committee meetings and prepare meeting minutes as necessary.

Desired skills:

- Experience with Land Trusts and conservation easement stewardship.
- Experience using LOCATE or similar database.
- Robust GIS skills – general mapping and analytics.
- Comfortable speaking with landowners in a variety of situations.
- Familiarity with Land Trust Alliance stewardship practices and procedures.
- Outdoor hiking experience and problem-solving skills.
- Ability to work independently and as part of a team.

The desired candidate is able to work well in a nonprofit environment where day to day activities change constantly depending on the time of year and the goals set by the organization's strategic plan. Many hours during the summer are spent outdoors completing annual monitoring visits to DLC conserved lands, where weather and hiking difficulty can be a challenge at times.

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