

Conservation Program Manager, Stowe Land Trust

Job Description

Stowe Land Trust (SLT) is a local land conservation nonprofit serving the Stowe, Vermont area. The Conservation Program Manager (CPM) plays a central role in completing land protection projects and is responsible for managing SLT's stewardship program for its portfolio of conservation easements and fee lands. The CPM also assists with SLT's program-related outreach and events. This is a full-time position for a skilled and motivated professional who will approach projects with initiative, positivity, and a dedication to high-quality work. Stowe Land Trust is committed to creating a supportive work environment defined by a culture of responsibility, integrity, and inclusion. We strongly encourage people of color, indigenous, immigrants and refugees, LGBTQ+ and people with disabilities to apply. This position reports to the Executive Director (ED) and works closely with all SLT staff.

Key Responsibilities

Stewardship – 60-70%

- Works with ED and Stewardship Committee to develop a stewardship program strategy.
- Manages implementation of SLT's stewardship program and projects.
- Responsible for budget preparation and management as well program reporting and evaluation.
- Proactively establishes and maintains positive relationships with conserved landowners, conservation partners, volunteers, and contractors.
- Chairs and coordinates Stewardship Committee.
- Manages SLT's annual monitoring program and ensures annual monitoring obligations are met.
- Oversees volunteers to assist with monitoring, trail maintenance, and other stewardship tasks.
- Maintains, monitors, and improves conserved land records, database, and GIS database.
- Serves as knowledgeable resource for the community on topics related to land stewardship and conservation. Answers questions and directs people to appropriate resources and assistance.
- Coordinates review and handling of amendments, violations, permissions, approvals, and other stewardship issues in accordance with SLT policies and procedures.
- Periodically reviews and updates SLT's policies and procedures pertaining to stewardship to maintain consistency with LTA's Standards and Practices and SLT staff roles and responsibilities.
- Coordinates the development of land management plans and oversees implementation.
- Manages program-related technology and needs, including GIS.

Land Protection – 10-20%

- Assists ED with the implementation of a comprehensive land protection program including working with landowners, Lands Committee, legal counsel, and conservation partners.
- Assists with strategic conservation planning, project planning and assessment, and landowner outreach. Creates and improves landowner outreach materials.
- Maintains, monitors, and improves land protection project records, database, GIS database.
- Drafts project related documents: project summaries and background, conservation easements, mortgage subordination agreements, and other legal agreements.
- Develops baseline documentation reports, maps, and other project documents.
- Commissions appraisals, surveys, title work; review along with deeds, permits, and other due diligence requirements.

Outreach & Education – 5-10%

- Develops content and stories related to conserved land and the stewardship program to be shared through SLT's communication channels. Assists with digital media management.
- Works with ED to develop proactive outreach strategy to promote a community-wide stewardship ethic of conserved lands and trails. Coordinates implementation of strategy.
- Coordinates and hosts occasional educational tours and workshops on conserved lands.
- Represents SLT at various public outreach events, educational initiatives, or other meetings.
- Maintains knowledge of local and national issues related to SLT's mission to serve as an effective spokesperson for the organization.

General – 5-10%

- Prepares and manages program-related grant applications and other fundraising requests.
- Assists with donor database management and maintenance.
- Assists with fundraising campaigns and events as needed.
- Works in a team environment to effectively represent the SLT in the community.
- Organizes and manages interconnections between projects and programs; keeps big picture organizational goals in mind.
- Assists with maintenance of Land Trust Alliance accreditation status.
- Regular local travel required. Some evening and weekend work required.
- Attends weekly staff and monthly board meetings. Serves on committees as requested.
- Performs special projects and other duties as required, directed, or as the situation dictates.

Qualifications

- Bachelors or higher degree in environmental studies, natural resources, forestry, or related field, plus two or more years work experience that includes program and/or project management.
- Understanding of Vermont's natural history and ecology, as well as current issues and emerging trends in the land conservation field.
- Excellent written and verbal communication skills.
- Able to work within systems, collaborate with and supervise others, and effectively communicate within teams.
- Experience navigating solo and off-trail in the woods with GPS and map & compass.
- Proficiency in Microsoft Office and ArcGIS basic map-making and editing required.
- Collaborative and energetic work style.
- Attention to detail and commitment to excellent quality.
- Customer service skills, tact, and professionalism.
- Organized, able to manage multiple projects and deadlines.
- Able to work independently and to engage in independent and group problem-solving.
- Experience with land management and planning, ecological assessment, agriculture, title work, appraisals, real estate, and/or volunteer management is a plus.
- Valid driver's license and use of a reliable vehicle required.

Compensation

Salary range \$40,000 - \$50,000/year depending on experience and qualifications plus benefits package.

To Apply

Please submit a resume, cover letter, and 3 references **compiled into 1 (one) PDF file** by November 12, 2021 to the attention of Kristen Sharpless at kristen@stowelandtrust.org