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## STEWARDSHIP MANAGER

Founded in 1984, the mission of the Adirondack Land Trust (ALT) is to forever conserve the forests, farmlands, waters and wild places that advance the quality of life of our communities and the ecological integrity of the Adirondacks. ALT's program area includes over 7 million acres in the Adirondacks and northern New York. Through private initiative, community cooperation and a deep connection to the land, the Adirondack Land Trust has protected 26,710 acres since 1984. We currently oversee 16,134 acres under conservation easement, and we own 1,565 acres in fee. ALT received Land Trust Alliance accreditation in 2019.

### POSITION SUMMARY

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The **Stewardship Manager** is responsible for the stewardship and management of ALT conservation easements, fee-simple lands and public preserves to maintain and enhance the conservation values of these lands. They will work with other stewardship staff to implement practices consistent with Land Trust Alliance Standards and Practices. The Stewardship Manager will also be responsible for deepening the connections between local communities and conserved lands through public education, outreach activities, partner collaborations and engaging volunteers. Working closely with the conservation team, the Stewardship Manager will assist in evaluating new projects for fee or easement protection by advising on potential management and stewardship needs. In addition, they will represent ALT to key constituencies, help identify funding sources, build collaborative partnerships, and potentially supervise seasonal stewardship staff, interns, volunteers and contractors.

### KEY RESPONSIBILITIES

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#### Stewardship Program

- Work with the stewardship team to advance ALT's mission and oversee an exemplary and pro-active stewardship program, implementing ALT policies and Land Trust Alliance Standards and Practices.
- Coordinate management of a growing portfolio of 13 fee and 50 conservation easement lands.
- Serve as staff lead for the ALT board's Stewardship and Land Management Committee.
- Working with the conservation team and legal counsel, serve as the staff lead to resolve major stewardship issues such as easement violations.
- Develop and manage an annual stewardship budget, including determining stewardship requirements and endowment costs for new projects and sourcing the tools and resources required for stewardship activities.
- Work with Stewardship/GIS Specialist and other staff to manage stewardship data, files and records.
- Work with the conservation team to set the goals and priorities for stewardship program.
- Maintain and develop relationships with other land trusts and partners to share learning and experience.

#### Conservation Easement Stewardship

- Responsible for coordinating annual monitoring on ALT's 50 (and growing) conservation easement properties and ensuring uses and permitted rights are consistent with the easement's requirements; serve as lead on landowner engagement, monitoring, and record keeping for specific easement properties.
- Work in accordance with ALT's stewardship policies and/or procedures for monitoring conservation easements that establish consistent monitoring protocols and recordkeeping procedures per Land Trust Alliance Standards and Practices.
- Maintain regular contact with owners of conservation easement properties to ensure productive relationships, avoid potential easement conflicts, and track changes in land ownership and title.

- Investigate, document and resolve potential violations in a timely manner, working with conservation team, executive director, and ALT's legal counsel. If necessary, file and manage claims for new violations with ALT's conservation easement insurance.
- Work with land protection staff to develop and review conservation easement terms for all new easement projects prior to acquisition.
- Participate in Land Trust Alliance and other relevant trainings to stay current on conservation easement best practices and drafting guidance.

### **Preserve and Fee Land Stewardship**

- Responsible for coordinating field monitoring and maintenance of fee-owned properties and preserves, including public use, ecological management, structure and debris removal, boundary line posting and inspection, trail clearing, signage and trailhead facility installation; serve as lead for specific preserves and cooperative projects, including contact with neighbors, partners and community.
- Expand the ALT volunteer program; work with stewardship team to organize volunteer workdays to help with preserve and fee land stewardship.
- In coordination with the conservation team, expand the network of ALT preserve properties throughout the Adirondack region.

### **Community Outreach and Education**

- Develop opportunities to connect people to the land through preserves, protected lands and community events.
- Lead and expand ALT's community outreach and education programs to raise awareness of the land trust's work and services, and to advance conservation beyond ALT properties.
- Develop and expand field trips, education and outreach programs throughout the Adirondacks to serve communities and engage diverse audiences.
- Represent ALT's conservation programs in stakeholder meetings and other forums to build collaboration.

## **QUALIFICATIONS**

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The Stewardship Manger position requires an individual with a unique set of skills: excellent communication skills to broaden connections between people and lands; field skills to work in difficult terrain and complete physical stewardship tasks; and technical skills to interpret legal documents and use various technologies.

- A passion for conservation and commitment to the mission, values, and vision of the Adirondack Land Trust.
- Excellent communication, listening and relationship building skills to work with landowners and partners.
- Strong organizational skills and attention to detail to manage project information, files and digital data.
- Ability and affinity for outdoor work, sometimes in adverse weather conditions, and often in remote backcountry areas, including navigation skills using map and compass and GPS units.
- Familiarity with land stewardship and ecological land management principles and techniques.
- Experience with conservation easement interpretation, monitoring and enforcement.
- Experience and enthusiasm for public engagement and environmental education to inspire conservation in people of all ages.
- Ability to work effectively both unsupervised and with teams.
- Strong commitment to high standards and personal accountability.
- Minimum bachelor's degree or equivalent professional training with 5-8 years of experience in natural resource management, environmental science, environmental education, community conservation, or a related field.
- Ability to travel throughout northern New York and occasionally outside NYS, including some evening/weekend.
- Valid driver's license and reliable, all-season transportation.
- Additional experience in the following areas is a benefit: familiarity with ESRI GIS products, record-keeping databases and mobile apps; knowledge or training in forestry or forest ecology; familiarity with the Adirondacks.

## **BENEFITS AND COMPENSATION**

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Reports to: Conservation Program Director  
Supervises: May supervise seasonal staff, interns, volunteers and contractors  
Salary: Full-time, competitive salary commensurate with experience  
Benefits: Paid vacation and holidays; matching contribution to 403b; health, vision and dental.  
Admin support: Must be prepared to handle own correspondence, filing and record keeping.

## **HOW TO APPLY**

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Submit resume and cover letter by **July 19, 2021**:  
Electronically to [info@adirondacklandtrust.org](mailto:info@adirondacklandtrust.org)  
or by mail to Adirondack Land Trust, PO Box 130, Keene, NY 12942

## **ORGANIZATIONAL STATEMENT**

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Data show that some types of candidates more frequently do not apply to a job because they don't feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. As a small and growing organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. If you feel passionate about our efforts and believe that you have the skills to succeed in this role, we want to hear from you.

We strive for a collegial environment of people who generate innovative ideas and work hard to implement them. We value diversity, equity and inclusion as essential to all aspects of conservation work, and to ensuring that the Adirondack Park welcomes and provides benefits for all people. We also understand the value of work/life balance.

ALT affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.