



VERMONT RIVER CONSERVANCY

Job Title: Conservation Manager, Site Steward

Supervisor: Conservation Director

Compensation: \$56,222 - \$63,399 (depending on experience)

Classification: Full time; Exempt

Work Location: Anywhere in Vermont

Benefits: Paid time off includes major holidays, winter break 12/24-1/1, 30 days combined sick and vacation time; \$500/month health care stipend; flexible schedules to meet work/life balance needs; opportunity to work from home.

About Vermont River Conservancy (VRC)

Vermont River Conservancy is a vibrant and growing team of staff, board members, volunteers, and donors, all working together to protect special lands along Vermont's waterways. This is a fantastic opportunity to join a small but mighty (and growing!) team of conservation professionals working together to achieve our mission: to permanently conserve and protect special lands along the waters of Vermont for the benefit of this and future generations. We embrace a diversified workforce and foster an inclusive, collaborative work culture.

Back in 1995, central Vermont volunteers founded VRC when they saw that more and more "no trespassing signs" were cutting communities off from their beloved rivers. Addressing this challenge head-on, VRC protects public access to popular swimming holes, fishing and boating accesses, gorges, and waterfalls, ultimately improving the lives of people who rely on Vermont rivers for recreation, hunting, and angling. Today, with more than a quarter century of experience protecting Vermont rivers, VRC continues its commitment to public access work while adding new conservation programs to protect floodplains and river corridors, and working with community leaders statewide to re envision individual towns' and cities' relationship to local rivers.

Summary of Position

The Site Manager is responsible for on-the-ground management of lands owned by Vermont River Conservancy (VRC). They will plan and implement site improvements to keep trails, signage, parking lots, and other amenities in excellent condition, helping to ensure the site's conservation integrity and foster positive visitor experiences. They'll also oversee contractors as part of large scale restoration projects such as site remediation or dam removal. The Site Manager will engage and coordinate volunteers statewide to meet on-the-ground management needs, and will also coordinate closely with partner organizations and municipalities – especially those that manage swimming holes or river access sites – to develop shared communications and exchange best management practices.

This is a "people person" role for someone who's excited to be part of VRC's dynamic staff and eager to build relationships with partners, volunteers, and communities. The ideal candidate will have some experience with on-the-ground site management such as trail building or construction, as well as community outreach and engagement, though VRC recognizes that many qualified candidates may not have prior experience with *all* the skills, qualifications, and abilities included below. Candidates who feel they would thrive at VRC and who meet some portion of the criteria below are welcomed and encouraged to apply.

Major Duties and Responsibilities

Site Management

- Develop systems to assess and prioritize management needs at VRC and VRL sites, and develop standardized maintenance schedules and budgets for VRC and VRL-owned sites.
- Plan and implement site management activities to ensure high quality maintenance of existing infrastructure (eg. trails, parking, signage) and construction of new amenities.
- To meet easement monitoring and site management goals, provide close coordination of contractors, seasonal interns, and/or volunteers to support activities such as site monitoring, visitor use surveys, and work crews.
- Provide lead coordination of partner organizations and municipalities statewide that manage swimming holes or river access sites to develop shared communications and exchange best management practices. Work includes coordinating multiple managers' conversations each year, connecting managers with one another, managing a team of seasonal site stewards throughout the state, and building and maintaining a digital space for partners to exchange information.
- Lead VRC's annual easement monitoring efforts. This includes outreach to landowners each spring, visiting and/or managing seasonal staff to visit each of more than 80 properties where VRC holds easements, recording photos and notes from each site visit, and conducting any necessary follow-up with landowners.
- Work closely with VRC's conservation team to help shape future conservation projects, providing insights into possible site infrastructure and long-term management needs.
- Support towns and partner organizations to draft and adopt management plans for river access sites statewide.

Development, Communications, and Finance Support

- In coordination VRC's Development Director and Conservation Director, build relationships with current and potential state, private, and federal funders, including participation in funder meetings, researching emerging funding opportunities, drafting grant proposals and reports, and timely completion of grant deliverables.
- Working closely with VRC's development and finance staff, provide insights to develop and track project revenue and expense budgets.
- Throughout each project, share photos, maps, and stories with VRC staff that can be used for website, social media, email, and other communications. In close coordination with VRC staff, draft press releases and serve as a liaison to media as needed.

Qualifications / Abilities

- Commitment to the mission of VRC.
- Ability to represent VRC in a clear and professional manner through excellent written and verbal communication.
- Deep intuition and perception to understand and respond to communities' interests and needs in ways that foster strong relationships and create connection to VRC's goals.
- Commitment to diversity, equity, inclusion, and justice, particularly as it relates to conservation and access.
- Ability to work independently and potentially remotely while still functioning as an integral member of a strong team.
- Ability to set priorities while managing a variety of tasks and deadlines.
- Strong attention to detail to ensure accurate documentation.
- Bachelor's degree or equivalent experience in a related field.

To Apply: Please send a cover letter and resume in .pdf format to Kassia Randzio: admin@vermontriverconservancy.org with subject line: "Application for Site Manager." The position is open until filled. Vermont River Conservancy will begin reviewing applicants on November 10th.

Vermont River Conservancy is an equal opportunity employer and welcomes a diverse pool of candidates in this search.

For more information about Vermont River Conservancy, visit www.vermontriverconservancy.org.