



LAKES REGION CONSERVATION TRUST

JOB DESCRIPTION CONSERVATION EASEMENT STEWARD

Summary: The Conservation Easement Steward of the Lakes Region Conservation Trust (LRCT) is responsible for the stewardship and management of conservation easements held by LRCT, reporting to the Land and Stewardship Director. These responsibilities encompass planning and implementing conservation easement monitoring, training and oversight of volunteers, interns, and/or other staff engaged in these activities, and preparation and maintenance of conservation easement records. This position is vital to ensuring that LRCT fulfills its conservation easement responsibilities and meets or exceeds the requirements of the Land Trust Alliance (LTA) Standards and Practices.

Principal Responsibilities and Duties:

- Work with the Land and Stewardship Director on conservation easement stewardship program planning and development.
- Organization and implementation of LRCT's conservation easement stewardship program and ensuring that LRCT's conservation easement stewardship meets or exceeds the LTA Standards and Practices.
- Ensuring completion and documentation of annual conservation easement monitoring of all conservation easements.
- Assisting with evaluation of and response to actual and potential conservation easement violations.
- Ensuring fulfillment of LRCT's responsibilities to other organizations holding back-up conservation easements.
- Preparation of baseline documentation reports and monitoring reports for conservation easements, including collection and evaluation of necessary data.
- Preparation and maintenance of records regarding easement stewardship as necessary to meet the requirements of the LTA Standards and Practices and to maintain accreditation under the LTA Land Trust Accreditation Program.
- Organization, training, and supervision of volunteers, interns, and other staff involved in LRCT's land stewardship activities, including LRCT conservation easement monitors, other land stewardship volunteers, and seasonal staff (AmeriCorps).
- Work with the Land and Stewardship Director on updating and maintaining the LRCT Land Info Database (File Maker Pro database) and Arc GIS files/system.
- Work with LRCT Board and Committee members involved in the organization's conservation easement activities.
- Communication and building relationships with owners of lands subject to LRCT conservation easements.

Additional Responsibilities:

- Participation in LRCT's evaluation of new conservation easement projects, including communication with landowners and work with LRCT Board and Committee members.
- Documentation of conservation easement properties with photographs, GPS, and other data.

- Creation of maps and images for land protection initiatives and campaigns and for stewardship records.
- Participation in LRCT's outreach events and field trips.
- Participation in LRCT's application for re-accreditation under the LTA Land Trust Accreditation Program.
- Other tasks as assigned by the LRCT Land and Stewardship Director and/or President in support of LRCT's mission.

Qualifications and Skills:

- Bachelor's degree in relevant field (e.g., resource management, environmental studies, natural science, forestry) and three years relevant experience; or master's degree in relevant field and one year professional experience.
- Familiarity with conservation easements and other land conservation mechanisms and understanding of land conservation techniques, practices, and trends.
- Excellent oral and written communication skills and interpersonal skills.
- Excellent organizational abilities.
- Proficiency in Microsoft Office software and working knowledge of ArcGIS technology.
- Ability to interpret maps, surveys, and other field documentation.
- Willingness and ability to work outdoors, hike rough terrain, navigate via map, compass, and GPS and work alone in the field as necessary.
- Ability to work independently as well as collaboratively and to accomplish tasks professionally and efficiently.
- Valid driver's license and access to a reliable and insured vehicle for work-related travel within the Lakes Region.
- Enthusiasm for and commitment to LRCT's land conservation mission.

Salary and Benefits/Work Hours and Location: The salary for this position is commensurate with qualifications and experience. LRCT maintains group health insurance and dental insurance plans and makes contributions toward employee premiums. In addition, LRCT has established a SIMPLE IRA plan and makes employer contributions for participating employees. The position is full-time (40 hours per week) and entails travel to LRCT properties and outdoor work. LRCT's headquarters is located in Center Harbor, New Hampshire.

Organizational Information: The Lakes Region Conservation Trust is an independent, non-profit, member-supported organization dedicated to the permanent protection, stewardship, and respectful use of lands that define the character of the Lakes Region of New Hampshire and its quality of life. Founded in 1979, LRCT acquires and stewards land and conservation easements that encompass some of the region's favorite natural, scenic, and recreational assets – mountains and ridgelines, islands and shorelines, forests and farmland – and help to make the Lakes Region a special place to live, work, and play in every season of the year. Additional information regarding LRCT is available on our website (www.lrct.org).

To Apply: Please submit a resume, a cover letter explaining who you are and why you are interested in and well-suited for the position (this letter will serve as a writing sample), and three professional references by mail to Don Berry, President, Lakes Region Conservation Trust, PO

Box 766, Center Harbor, NH 03226 or by email to dberry@lrct.org by February 5, 2018 (postmark or email date). Questions will be accepted by email.