

# **Estes Valley Land Trust**

## **Job Description – Stewardship Manager**

**EVLTT's Mission:** To conserve land throughout the Estes Valley and surrounding areas for current and future generations.

**Job Title:** Stewardship Manager

**Overview:** The Estes Valley Land Trust holds more than 160 conservation easements that preserve nearly 10,000 acres of land. The Stewardship Manager's primary responsibilities include coordinating conservation easement and raptor monitoring programs, developing stewardship projects on public and private lands and creating partnerships among public land management agencies and private landowners.

### **Position Objectives:**

- Coordinate the land trust's conservation easement monitoring program. This includes working with approximately 100 volunteer monitors and landowners, completing additional site visits and managing a database, GIS and associated files.
- Coordinate the land trust's raptor monitoring program. This includes working with approximately 10 volunteer monitors, collecting and sharing data and completing site visits.
- Develop volunteer stewardship projects. This includes planning projects with volunteers and private and public landowners to restore habitat and reduce fuel loads, for example.
- Serve as a liaison between private landowners and public land management agencies. This includes cultivating relationships and providing landowners information to better manage their land.

### **Duties and Responsibilities:**

#### Conservation Easement Monitoring

- Meet with and provide support to all easement monitoring volunteers.
- Collect monitoring reports, review and follow up with additional site visits as needed.
- Generate production-quality maps and comprehensive baseline reports.
- File completed reports and update Access database.
- Work with Stewardship and Legal committee to track potential violations.
- Work with Executive Director to resolve landowner conflicts and avoid easement violations.

#### Raptor Monitoring

- Train volunteers to monitor raptors at the Thumb Open Space.
- Collect and summarize data and share with appropriate partners.

#### Stewardship Projects

- Cultivate relationships with landowners that own a property with a land trust easement.
- Develop meaningful stewardship projects and other ways to serve these landowners.
- Create a reliable Stewardship Corps of volunteers by sustaining authentic relationships with local residents that want to improve the resiliency of land in the Estes Valley.

### Liaison with Land Management Agencies

- Create partnerships with the Estes Valley Fire Protection District, Larimer County Weed District, Town of Estes Park, U.S. Forest Service, Fort Collins Conservation District and other agencies to support best land management practices.
- Host quarterly roundtable meetings with these agencies.
- Update landowners that own a property with a land trust easement on these agencies current projects and incentives to better manage their land.
- Coordinate site visits, workshops or other special events that connect landowners and land management experts.
- Write grant applications and pursue other funding opportunities that help restore land, improve biodiversity, support land management outreach and generate program revenue for the land trust.

### Other Duties and Responsibilities

- Work directly with the Business Manager to share Stewardship accomplishments with the public via social/print media and other communication methods.
- Support and participate in a variety of additional activities to help fulfill the mission of the Estes Valley Land Trust.

The percentage allocation of work tasks may be based on organizational needs.

### **Qualifications:**

Ideally, the selected candidate will have a Bachelor's degree in a Natural Resource Management or related field (Master's degree preferred) and at least three years of successful work experience, preferably in a job requiring similar skills, and:

- Excellent communication skills, both verbally and in writing.
- Passion for land conservation and stewardship.
- Demonstrated reliability, with ability to work as part of a team as well as independently.
- Personable - ability to work well with a wide range of people, including EVLT staff and Board members, volunteers, and landowners.
- Professional - ability to self-start, multi-task, manage time and set priorities.
- Good organizational skills, thorough and attention to detail.
- Familiarity with Estes Park and the natural history of the surrounding area.
- Experience with plant identification, land restoration and forest management practices.
- Proficiency with Microsoft Office Suite (Word, Access, Powerpoint, Excel). Ability to easily learn new computer skills as needed.
- Experience with ArcGIS and Adobe Creative Suite preferred.
- Must be physically fit and be able to negotiate varied and steep/rocky terrain.
- Must have valid driver's license and reliable transportation.

### **Compensation:**

- \$55,000-\$60,000 annual compensation (paid monthly).
- \$1,000 per month payment (pretax) in lieu of medical insurance or retirement plan.
- 10 days of paid leave per year, graduating to 30 paid days off after 5 years.
- 12 paid holidays and 10 days of paid health leave per year.
- Compensatory time is offered.
- Generous work from home policy, after six months of successful employment.

- Approximately 40 hours a week (M-F); some weekends may be required

**How to Apply:**

- Send resume and cover letter to Joanna Maggetti, Business Manager, via email: [evlt@evlandtrust.org](mailto:evlt@evlandtrust.org).
- Application deadline: March 25, 5 PM.

**Additional Information:**

Estes Valley Land Trust is an Equal Opportunity Employer.