

Estes Valley Land Trust **Job Description – Stewardship and Restoration Manager**

About the Estes Valley Land Trust: The Estes Valley Land Trust (EVLT) is a nationally-accredited and state-certified land trust and community-based conservation organization located in Estes Park, CO. Our mission is to conserve land for current and future generations. Since 1987, EVLT has protected over 10,000 acres of land through conservation easements.

The Estes Valley Land Trust recently committed to developing a land restoration program to improve wildlife habitat, forest resiliency and biodiversity on conserved lands. All land trust programs are highly collaborative and depend on developing strong relationships with landowners, public agencies and other conservation partners.

The Estes Valley Land Trust seeks a mid-level Stewardship and Restoration Manager to join a small team of four employees, including an Executive Director, Business Manager and Outreach and Communications Manager, all focused on conserving and restoring land in the Estes Park area.

Position Summary: Reporting to the Executive Director, the Stewardship and Restoration Manager is an experienced ecologist or has a strong background in natural resource management and is organized, reliable, and team-oriented. The Stewardship and Restoration Manager will coordinate all conservation easement monitoring activities and works closely with the Stewardship and Legal Committee, Executive Director and others to respond appropriately to any violations or other issues related to the 170+ conservation easements held by the Estes Valley Land Trust.

The Stewardship and Restoration Manager is also responsible for leading all land restoration activities by building trusted relationships with volunteers, private landowners, public agencies and non-profit organizations. The Manager will prioritize restoration opportunities, build an alliance of support, write restoration plans and grant applications, implement plans and monitor success.

The Stewardship and Restoration Manager, in collaboration with the rest of the EVLT team, effectively communicates in each area of the job: goals are clearly and collaboratively created; written work plans are established and updated; and responsibilities, deadlines, and frequent progress updates are proactively communicated to staff team members. Since EVLT is a small organization, all employees are expected to assist in administrative tasks and to directly assist the EVLT team in carrying out the day-to-day business of the land trust.

Position Objectives:

- Coordinate the land trust's conservation easement monitoring and defense program in order to comply with state certification, LTA accreditation and other monitoring and defense standards and practices.
- Identify and implement land restoration projects to improve habitat and reduce fuel loads; build landowner, community and financial support and conduct pre and post monitoring activities.
- Cultivate relationships with landowners, public agencies, non-profit organizations and others to effectively implement the easement monitoring and restoration programs.

Duties and Responsibilities:

Conservation Easement Monitoring and Defense

- *Program Leadership:* Lead the easement monitoring and defense program to ensure compliance with easement terms and conditions. Ensure EVLT's easement monitoring and defense practices meet or exceed the requirements of the Land Trust Alliance's Standards and Practices and requirements for Accreditation.
- *Easement Monitoring:* Coordinate annual volunteer monitor training events, assign conservation easements, support volunteers and ensure each annual report is completed fully and properly. Co-monitor conservation easements as needed.
- *Landowner Relations:* Implement existing and develop new strategies to establish, build and maintain positive, collaborative relationships with landowners to encourage stewardship practices that align with easement goals.
- *Reporting & Documentation:* Manage the Conservation Easement Monitoring Database and update all landowner and volunteer monitor information, easement assignments and any follow up activities.
- *Legal Compliance:* Work with EVLT staff, partners, and legal counsel to ensure easement terms are enforced and any violations are addressed appropriately. Manage the land trust's reserved rights approval process by contacting landowners, receiving plans or other information about development proposals and confirming appropriate response with the Stewardship and Land Protection Committee.
- *Program Development & Improvement:* Revise and/or develop policies, procedures, and strategies to enhance the easement monitoring and defense program, including monitoring processes and landowner engagement strategies.

Additional Monitoring Programs

- *Program Leadership:* Coordinate the raptor monitoring program at the Thumb Open Space by developing a monitoring protocol, recruiting and training volunteers and tracking monitoring events.
- *Program Development:* Develop and implement other volunteer monitoring programs that fulfill the mission of the Estes Valley Land Trust.

Land Restoration and Resiliency

- *Program Leadership:* Create a restoration program by identifying conserved properties with declining conservation values and cultivate landowner support to improve habitat or forest health.
- *Partnership Development:* Create partnerships with the Estes Valley Fire Protection District, Larimer County Weed District, Town of Estes Park, U.S. Forest Service, Larimer Conservation District, Larimer County Conservation Corps and other agencies to support best land management practices.
- *Restoration Planning and Implementation:* Co-create restoration or forest health/resiliency plans with partners and secure financial support for implementation. Monitor and update plans and strategies as needed.

- *Trail Improvement Planning and Implementation:* Improve public trail access on selected conserved lands by co-creating trail improvement projects with partners and secure financial support for implementation.
- *Volunteer Coordination:* Create a reliable volunteer Stewardship Crew dedicated to improve the resiliency of land in the Estes Valley.

Other Duties and Responsibilities

- *Publicity:* Work directly with the Outreach and Communications Manager to share accomplishments with the public via social/print media and other communication methods.
- *Conservation Transactions:* Support the Executive Director in new conservation easements and land purchase projects.
- *Administrative Duties:* Complete general administrative tasks including timesheet and Customer Relationship Management (CRM) entries.
- *Additional Activities:* 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 Master's degree in a Natural Resource Management or related field, at least three-five years of successful work experience developing conservation programs, managing projects and implementing community engagement programs 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.
- Organized with the capability to simultaneously advance multiple projects and timelines with a positive attitude, flexibility, and attention to detail.
- Experience with conservation easement transactions and monitoring and stewardship protocols with the ability to comprehend and interpret legal documents and maps, preferred.
- Familiarity with Estes Park and the natural history of the surrounding area.
- Experience with plant identification, land restoration and forest management practices.
- Proficiency with Google Suite and Microsoft Office Suite. Ability to easily learn new computer skills as needed.
- Experience with ArcGIS.
- Experience with grant writing and other fundraising is 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:

- \$70,000-\$75,000 annual compensation (paid monthly), depending on qualifications.
- \$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.
- 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.
- Application deadline: February 27, 5 PM.

Additional Information:

Estes Valley Land Trust is an Equal Opportunity Employer.