



BRANDYWINE CONSERVANCY

POSITION TITLE:

Easement Steward 2

REPORTS TO:

Easement Manager, Land Stewardship Program

BASIC

FUNCTION:

The Easement Steward 2 assists with the administration, monitoring and enforcement of Brandywine's conservation and agricultural conservation easements.

POSITION

RELATIONSHIPS:

Works directly with the Easement Manager and fellow Easement Stewards. Provides assistance to the Land Conservation staff, managing projects as assigned.

ESSENTIAL FUNCTIONS:

1. Along with the Stewardship team, monitors land subject to perpetual easements to assess and document easement compliance.
2. Is responsible for Brandywine's administration of agricultural conservation easements, including reviewing properties for compliance with the easement and the owner's conservation plan and evaluates effectiveness of implemented conservation practices.
3. Communicates with and assists landowners regarding annual visits and plan reviews and provides information on a variety of land management-related topics.
4. Manages preparatory and follow-up tasks related to assigned annual easement inspections and plan reviews, including inspections for compliance, current condition reports, documentation of field observations, and landowner contacts.
5. Maintains individual easement records and easement summary data in accordance with the

Conservancy's Record Retention Policy and Land Trust Accreditation Commission requirements.

6. Promotes and facilitates implementation of best management practices for the conservation of land, water, and biological resources.
7. Works to uphold positive relationships with owners of eased land and to promote the Conservancy as a conservation partner.
8. Assists GIS Manager with the production of maps for planning and easement purposes.
9. Assists in grant conceptualization and writing, as needed.
10. Helps improve easement management operations, as assigned.
11. Participates in Conservancy public relations efforts and contributes regularly to publications and social media platforms. Makes presentations to interested groups upon request.
12. Works with Easement Manager and Land Conservation Program staff to maintain on-going compliance with national land trust accreditation requirements.
13. Assists with development and implementation of landowner stewardship assistance program, including outreach, education, and research into available grants for land stewardship activities.
14. Performs other duties as assigned.

NON-ESSENTIAL FUNCTIONS: None

ESSENTIAL REQUIREMENTS

1. Bachelor's degree in geography, environmental science, agriculture, natural resource management, biology, land planning or related field.
2. At least three years of experience with natural resource management, agriculture, land planning and/or agricultural conservation easements.
3. Ability to comprehend and interpret maps.
4. Ability to effectively manage and coordinate multiple projects simultaneously and to work efficiently under pressure.
5. Demonstrated experience with Microsoft Word, Excel, Access and PowerPoint programs. Experience

- with Geographic Information Systems (GIS) a plus.
6. Excellent verbal and written communication skills, positive and energetic attitude, and self-motivation.
 7. Ability to devote such time as required to perform assigned functions, including usual work hours of 8:30a.m. to 4:30p.m. and occasional night meetings and/or weekend work.
 8. Frequent travel within southeastern Pennsylvania and northern Delaware.
 9. A valid driver's license and a reliable means of transportation to and from the Chadds Ford office and to daily work assignments throughout the region.
 10. Ability to perform extensive outdoor field work during all seasons and in varying weather conditions.
 11. Ability to lift 30 pounds and to walk long distances over varying terrain.