



**BRANDYWINE
CONSERVANCY**

POSITION TITLE:	Easement Steward 1
REPORTS TO:	Easement Manager, Land Stewardship Program
BASIC FUNCTION:	The Easement Steward 1 assists with the administration, monitoring and enforcement of conservation easements.
POSITION RELATIONSHIPS:	Works directly with the Easement Manager and fellow Easement Stewards. Provides assistance to the Land Conservation staff, as requested.
ESSENTIAL FUNCTIONS:	<ol style="list-style-type: none">1. Along with the Stewardship team, monitors land subject to perpetual easements to assess and document easement compliance.2. Communicates with and assists landowners regarding annual visits and plan reviews and provides information on a variety of land management-related topics.3. 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.4. Maintains individual easement records and easement summary data in accordance with the Conservancy's Record Retention Policy and Land Trust Accreditation Commission requirements.5. Promotes and facilitates implementation of best management practices for the conservation of land, water, and biological resources.6. Works to uphold positive relationships with owners of eased land and to promote the Conservancy as a

- conservation partner.
7. Helps improve easement management operations, as assigned.
 8. Participates in Conservancy public relations efforts and contributes regularly to publications and social media platforms. Makes presentations to interested groups upon request.
 9. Works with Easement Manager and Land Conservation Program staff to maintain on-going compliance with national land trust accreditation requirements.
 10. Manages transfers of eased properties, including maintaining Comparable Sales Tables, researching ownership, maintaining relationships with real estate professionals and owners of eased land to ensure compliance with easement requirements regarding transfer. Maintains and updates conservation easement records regarding ownership and contact information.
 11. Assists with development and implementation of landowner stewardship assistance program, including outreach, education, and research into available grants for land stewardship activities.
 12. Performs other duties as assigned.

NON-ESSENTIAL FUNCTIONS: None

ESSENTIAL
REQUIREMENTS

1. Bachelor's degree in geography, environmental science, biology, natural resource management, land planning or related field.
2. One to three years of experience with natural resource management, land planning and/or conservation easements.
3. Ability to comprehend and interpret legal documents and maps.
4. Demonstrated experience with Microsoft Word, Excel, and PowerPoint programs. Experience with Geographic Information Systems (GIS) a plus.
5. Excellent verbal and written communication skills, positive and energetic attitude, and self-motivation.
6. 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.

7. Frequent travel within southeastern Pennsylvania and northern Delaware.
8. 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.
9. Ability to perform extensive outdoor field work during all seasons and in varying weather conditions.
10. Ability to lift 30 pounds and also to walk long distances over varying terrain.