



Join our team!

CONSERVATION AND EASEMENTS MANAGER

The Chestnut Hill Conservancy (CH Conservancy) is seeking a full-time Conservation and Easements Manager (CE Manager) to help preserve and sustain the remaining significant natural, scenic, and architectural resources of Chestnut Hill and surrounding communities in the Wissahickon watershed. The conservation of open land maintains the environment and the quality of drinking water for thousands, while the preservation of historic buildings and the cultural landscape protects the remarkable character of the area. Easements are among the strongest tools to manage over-development pressure, and protect these important resources.

Under the Conservation and Easements program, operated by the Conservancy in partnership with Friends of the Wissahickon (FOW), the Conservancy currently holds 52 conservation and preservation easements across over 105 acres of the Wissahickon watershed in Philadelphia and Montgomery Counties. FOW's mission is focused within Wissahickon Valley Park, which is severely degraded from stormwater runoff. CH Conservancy's easement program works to conserve the privately-owned land surrounding the Park that is responsible for much of the damaging stormwater.

CH Conservancy is an unusual land trust - at the forefront of a growing movement to integrate land conservation with the preservation of historic architecture, archival resources, and sustainable practices. We are the first urban-focused land trust in the nation to have earned accreditation, which we still proudly maintain.

POSITION SUMMARY: The Conservation and Easements Manager works closely with the Conservancy's Executive Director; the Conservation and Easements Committee (CE Committee); dedicated legal counsel; and preservation, sustainability, and conservation experts to oversee all aspects of the Conservation and Easements program. The major responsibilities of this position are outlined below, and include the cultivation and creation of new easements; annual monitoring of properties with CH Conservancy easements for compliance; support of eased-property owners; promoting conservation, sustainability, and preservation best practices; and program administration – all as a key member of a strong community-based nonprofit team.

ESSENTIAL REQUIREMENTS

- Genuine enthusiasm for the conservation of private land and architecture
- Bachelor's degree in preservation, environmental science, geography, biology, land planning, preservation, sustainable practices, pre-law or in a related field

- One to three years of experience in historic preservation, land stewardship, conservation easements, law, and/or a related field
- Detail oriented, with excellent project management abilities
- Strong people skills, including excellent verbal and written communications and demonstrated ability to diplomatically resolve issues
- Desire to play a key role in a highly collaborative, positive, energetic, team-based nonprofit environment, with the ability to work independently
- Ability to comprehend and interpret legal documents and maps; legal experience a plus but not required
- Experience managing skilled volunteers
- Proficiency in Microsoft Office Suite programs. Experience with the Adobe Suite and with Geographic Information Systems (GIS) a plus
- A valid driver's license and a reliable means of transportation
- Ability to walk long distances over varying terrain
- Familiarity with Wissahickon watershed communities a plus but not required

COMPENSATION: This full-time position offers an annual salary of \$57,000, two weeks of PTO (with longevity increases), 12 paid holidays, health insurance, and a SIMPLE IRA Retirement account with employer match/contribution. The position reports to the Conservancy's Executive Director. A hybrid (home office and Conservancy office) work setup is possible, but the really good chocolate will only be provided at the Conservancy office.

ABOUT CH Conservancy

Since 1967, the Chestnut Hill Conservancy has served as an educational center and leading advocate for the history, architecture, and open space of Chestnut Hill and surrounding communities in the Wissahickon Watershed. Through programs, exhibits, tours, and our Archives, CH Conservancy is dedicated to preserving and interpreting our region's heritage and environment. Under our Easement Program, in partnership with Friends of the Wissahickon, CH Conservancy holds 52 easements protecting in perpetuity 21 historical facades and over 103 privately-owned acres in the Wissahickon watershed. See more at: www.CHConservancy.org

CH Conservancy is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. The Conservancy is committed to building a culturally diverse staff.

TO APPLY

Submit a cover letter, resume, and a writing sample and/or example of another work product relevant to this position to Jobs@CHConservancy.org

Conservation and Easements Manager

DUTIES AND RESPONSIBILITIES

Easement Cultivation (10%)

- Research the conservation and preservation aspects of a prospect, and if an easement is possible, present information to the Executive Director and the CE Committee
- Maintain database of easement prospects for regular outreach and follow-up
- Plan educational/cultivation events with the Conservancy's Development and Program staff; respond quickly to expressions of interest; seek other cultivation opportunities where appropriate
- Organize exploratory meetings with easement prospects, including creating prospect packet, and engaging an "Ambassador" (peer liaison from Committee) and the Executive Director to also attend meeting
- Present prospective easements to CE Committee for vote to proceed

Easement Creation (30%)

Aided by the guidelines of the Land Trust Association, the CE Manager will:

- Draft and send proposal letters to approved prospect
- Closely following established checklist to coordinate the preparation of new easement documentation:
 - In discussions with property owners, Ambassador (where appropriate), and legal counsel, determine the protections to be placed
 - Work with legal counsel to prepare easement language
 - Collaborate with conservation, preservation, and other experts as needed
 - Connect property owners with consultants and experts as needed
- Prepare baseline documentation reports to document site conditions at the time an easement is placed, including: captioned photographs, landscape descriptions, site plans, maps, and other summary texts
- Organize and assist in closing and recording of easements when completed
- Prepare periodic invoices for expenses incurred during the development of new easement, work with accounting staff as needed
- Prepare grant applications to WeConservePA for new conservation easements, as appropriate

Easement Monitoring, Program Administration (35%)

- Manage preparatory and follow-up tasks related to annual easement monitoring visits, including owner communications, inspections for compliance, documentation of field observations, and timely creation of a monitoring report
- Participate in addressing any easement compliance issues
- Conduct annual on-site monitoring visits for all existing easements to assess and document compliance

- Maintain easement-related records according to adopted policies
- Organize and manage CE Committee meetings and communications, including:
 - Written and oral reports on easement status (current and prospective)
 - Manage monthly meetings
 - Ensure meetings are documented per organizational requirement
- Develop and track easement program budget, working with the Executive Director and Chairs of the CE Committee
- Maintain both electronic and paper easement records and other documentation per accepted best practices; maintain current database of eased property owners
- Act as liaison between CH Conservancy and the Land Trust Alliance (LTA), the Land Trust Accreditation Commission (LTAC), WeConservePA, FOW, and other land trusts
- Prepare and submit Land Trust Accreditation renewal application every five years (2023 re-accreditation already submitted)
- Work with FOW/CH Conservancy staff and Boards on conservation and preservation easement issues requiring special expertise

Eased-Property Owner Outreach and Support (15%)

- Work to maintain positive relationships with owners of eased properties to ensure open communication and promote the Conservancy as a conservation and preservation partner
- Consult with and support on stewardship and management issues as they arise
- Provide resources to eased-property owners including consultant suggestions, and up-to-date information on recommended stewardship, conservation, preservation, and sustainable practices
- Communicate to owners and prospects about stewardship and sustainable resource management using a variety of media including the Conservancy's website, the monthly conservation-focused e-newsletter "Bloom Where You Are Planted," email, in-person trainings, annual gatherings, and/or workshops
- Work with Friends of the Wissahickon (FOW), and with the Conservancy's Development and Program staff to plan at least two annual educational and/or social events for eased-property owners
- Assemble conservation easement packets and orient successor landowners; work with realtors to help inform prospective buyers about conservation easements on properties for sale.

Other Duties (10%)

- Participates as appropriate in the Conservancy's sustainable preservation and conservation initiatives
- Assists in grant conceptualization and writing
- Performs other duties as assigned, including staffing major Conservancy events such as the Annual Fundraiser, Annual Meeting, significant special events

January 2023