Natural Lands
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## Preserve Manager

Department	Stewardship
Reports to	Vice President of Stewardship
FLSA	Non-exempt
Position Summary	Performs land management and building maintenance to protect designated properties. Works to cultivate positive relationships, build support, and elevate general understanding of the Natural Lands' mission and the role of the preserves while promoting appropriate public use.
Essential Responsibilities	<ul> <li>Stewardship</li> <li>Maintenance and enhancement of woodlands, wetlands, grasslands and other natural/estate areas, restoration of degraded natural areas</li> <li>Building renovations, repairs, and maintenance of preserve structures</li> <li>Maintenance and operation of all equipment owned by Natural Lands including tractors commercial mowers, chainsaws, and other preserve maintenance equipment</li> <li>Patrolling on a routine basis to monitor unauthorized use of preserves (including vandalism to land and structures) and to maintain boundary signs</li> <li>Maintains safe work practices, according to Natural Lands' stringent safety program, attending all designated educational or safety workshops. Uses all appropriate PPE.</li> <li>Attend all designated educational seminars, training sessions and workshops</li> <li>Select and purchase materials, supplies, and equipment within budgetary guidelines</li> <li>Annual monitoring of several Natural Lands' conservation easements</li> <li>Prompt removal of snow on parking lots, access roads and walkways</li> <li>Performs comparable management work on other preserves owned or managed by Natural Lands as requested by the supervisor</li> <li>Transfer of heavy equipment via truck and gooseneck trailer</li> <li>Public Use and Community Outreach</li> <li>Serve as a community liaison to cultivate positive relationships, build support, elevate general understanding of Natural Lands' conservation mission</li> <li>Engage preserve users in a positive manner to educate them on Natural Lands' conservation goals and appropriate preserve activities</li> <li>Determine whether preserve activities will impact neighbors and/or preserve users, educate affected parties on the rationale for the activity and take steps to mitigate negative effects</li> <li>Contact local schools and environmental education organizations to encourage their us of the preserve</li> <li>Help facilitate organization-wide efforts to expand membership and volunteer program</li> </ul>

	<ul> <li>Administration</li> <li>Administration of a controlled hunting program and any building or land leases</li> </ul>
	Complete and submit timesheets, mileage logs and preserve reports on a timely basis
	Recruit, train, and supervise part-time personnel when authorized
	Develop an annual budget and maintain appropriate accounting and other financial records
Qualifications	
	<ul> <li>Bachelor's degree in Natural Resource Management or equivalent experience</li> <li>Professional demeanor, positive customer service attitude, comfortable working with the general public</li> </ul>
	• Experienced in the safe use and maintenance of hand and power tools
	<ul> <li>Highly motivated and responsible, able to work independently, with little supervision</li> <li>Must carry out tasks in a professional manner and have an aptitude for injecting positive energy and good humor into work and social situations</li> </ul>
	Working knowledge of Microsoft Word, Excel and electronic communications
	• Must have a valid driver's license, reliable transportation and a good driving record
	Successfully pass a background check
	Regular and consistent attendance is required
Physical Requirements/	
Working Conditions	<ul> <li>Capable of performing a wide variety of physically demanding tasks necessary for the maintenance of the various preserves. This may include sitting, standing, bending, and squatting on uneven terrain, walking, climbing, and lifting and pushing up to 50 lbs. repeatedly.</li> <li>Must be available to occasionally work on weekends, evenings, and holidays as</li> </ul>
	requested to fulfill their responsibilities.
	• Must be prepared to work outdoors under all conditions, including heat, cold, and with occasional exposure to poison ivy, biting and stinging insects, etc.
EEOC Statement	
	Natural Lands is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, age, national origin, sexual orientation, disability, or veteran status. We aim to build a workplace where employees feel empowered to bring their full, authentic selves to work.