



Providing wild and forested lands and clean waterways for our community, forever.

## Stewardship Manager & GIS Analyst

Job Opportunity

**Who we are and what we do:** *The Lancaster Conservancy's mission is to provide wild and forested lands and clean waterways for our community, forever.* The Conservancy has been preserving land in Lancaster County, Pennsylvania for 50 years and more recently along the Susquehanna River corridor in York County, Pennsylvania as well. The Conservancy's Stewardship Program works to ensure, restore, and enhance the ecological function and visitor experience of all Lancaster Conservancy's 47 nature preserves (encompassing 6,681 acres) and 71 conservation easements (encompassing an additional 888 acres) through landscape planning, design, project development and implementation, and routine maintenance, while continually developing the Program with professional staff and volunteers.

**The Lancaster Conservancy is seeking** an outgoing individual experienced in project development, database and spatial geodatabase management, and the management of a conservation easement portfolio. The Manager/Analyst works under the direct supervision of the SVP of Stewardship and is responsible for all aspects of stewardship project development, aspects of in-fee and conservation easement portfolio management, and the management of GIS and other tech operations for mapping, assessment, and analysis. Work will be performed in office and field.

### Responsibilities include:

- Work collaboratively with the Stewardship Team to prepare and advance Stewardship projects from concept to implementation, including the development of maps and datasets, schematic plans, summaries, permit applications, and request-for-proposals, as well as deed research and the drafting and execution of contracts.
- Grant writing, management, and reporting for Stewardship projects.
- Field data collection.
- Assist in the development of Baseline Documentation Reports, Current Conditions Reports, and assigned elements of Preserve Management Plans.
- Manage the Conservancy's portfolio of conservation easements in collaboration with Conservancy Forester; including, but not limited to annual monitoring visits, landowner relations, deed review and oversight of landowner requests, documentation, etc.
- Update and maintain portfolio inventories, databases and spatial databases, and documentation for in-fee properties and conservation easements.
- Produce and update basemaps, as well as analysis and planning maps and/or graphics of in-fee properties and conservation easement holdings for in-house use. Produce and update maps and/or graphics for public use as needed by Stewardship or other program areas.
- Manage and maintain GIS and other file structures in operable condition and for shared (cross-program) use while providing technical support to Stewardship and other program areas.
- Manage and maintain technology, systems, and equipment for field data collection and cloud sharing between field and office while providing technical support to Stewardship staff.
- Perform supporting role for the continued development of the Lancaster York Area Scores (LYNAS) Parcel Evaluation Tool, including managing data updates, maintenance, quality control, and relationships with key partners.
- Other duties as assigned; the Conservancy is a small but growing land trust that requires all employees, at times, to step into other areas of need.

## Qualifications

- Bachelor's degree in project management, GIS or related field (landscape design, geography, natural resources management, etc.). Master's degree preferred.
- Demonstrated proficiency in project development and project management including grant writing and reporting, deed and zoning research, plan set development, permit applications, request for proposal development, and contract execution.
- Demonstrated proficiency with ArcGIS Desktop software and ArcGIS Pro along with ArcGIS Online and related suite of applications, including Web AppBuilder, Survey 123, and Field Maps.
- Demonstrated proficiency in using GIS for mapping, analyzing, inventorying, modeling, compiling and documenting data as well as transferring data between office and field including in real time and converting file types (such as CAD surveys to GIS shapefiles).
- Proficiency with mobile field data collection technology, including troubleshooting and supporting field-based teams.
- Proficiency in flying drones with FFA Part 107 license or willingness to acquire license within one year.
- Demonstrated proficiency in the Adobe Suite, including InDesign and Photoshop.
- Proficiency in managing GIS file structures and in creating and managing complex geodatabases.
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- Experience managing a conservation easement portfolio and/or familiarity with the Land Trust Alliance's re-accreditation standards as they relate to conservation easement programs.
- Demonstrated success in grant writing, grant management, and grant reporting including state and federal grants.
- Familiarity and comfort working with municipal, county, state, and federal agencies as well as contractors for collaborative opportunities, funding, permitting/regulations, and oversight.
- Excellent verbal and written communication skills (including technical writing) and strong interpersonal skills; must have the ability to work successfully in groups and independently.
- Goal oriented, self-directed, and attentive to details, with excellent organizational skills and the ability to handle multiple tasks and priorities.
- Familiarity with land trusts, parks and recreation, or public lands management and displaying strong conservation ethics.
- Willingness to perform field work and the ability to hike long distances over varying terrain in all weather conditions, coupled with experience in orienteering using a map and compass as well as GPS devices.
- Experience providing for risk management including developing risk management plans (WFR/CPR/First Aid certification preferred)
- Experience with orienteering using a map and compass as well as GPS devices.
- Must be flexible with schedule and willing to work evenings and weekends as needed.
- Must possess a valid PA driver's license and provide proof of compliance with PA child abuse background checks.

***This is a full-time, exempt position with competitive pay and benefits.*** Office is located in Lancaster, PA but field work is distributed across Lancaster and York Counties. A company vehicle may be available but otherwise personal vehicle use is reimbursable.

Interested qualified applicants may send a cover letter and resume to Brandon Tennis, SVP of Stewardship, at [conserve@lancasterconservancy.org](mailto:conserve@lancasterconservancy.org) by no later than Sunday, January 24, 2021 at 11:59pm. Please list your last name and `_LCStewManager` as the email's subject line (i.e. `Smith_LCStewManager`).

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