



Stewardship Associate/Coordinator (dependent upon experience)

Department	Stewardship
Reports to	Executive Director
FLSA	Non-exempt; Exempt
Position Summary	The Stewardship Coordinator will steward and monitor conservation easements, assist with/coordinate the Legal Committee, and assist with the coordination of the Land Management Committee.
Primary Responsibilities	<ul style="list-style-type: none"> • Steward Conservation Easements and Conservancy owned properties: <ul style="list-style-type: none"> ➤ Communicates regularly with the Executive Director and stewardship staff about the stewardship program; ➤ Identifies and suggest improvements to the Executive Director related to the stewardship program, processes, and procedures; ➤ Assists with/Oversees and coordinates project documentation for all properties after project closing and tracks all project related communication and documentation; ➤ Communicates with landowners about inquiries related to their conservation easement; ➤ Refers to the conservation easement and other appropriate documents and proposes responses about landowner notifications and requests to the Executive Director; ➤ Performs annual deed checks, updates records on transfers and sales, and coordinates communication with seller, realtor, and new conservation easement owners; ➤ Creates current conditions reports and property feature update documentation for conservation easements as needed; ➤ Records conservation easement memorandums and other documents as necessary per policies and procedures. ➤ Coordinates with appropriate partner organizations to assist with land stewardship activities. • Monitor Conservation Easements: <ul style="list-style-type: none"> ➤ Cultivates relationships with landowners; ➤ Informs landowners of activities and resources available through the Conservancy; ➤ Coordinates with appropriate contacts to monitor the property; ➤ Coordinates and schedules volunteers/assistant monitors to attend monitoring visits; ➤ Inspects the property, noting any problems or changes found, specific to the easement; ➤ Assists to connect with/Acts as a knowledgeable resource for environmental questions and concerns; ➤ Assists with/Documents all property visits, completes the monitoring reports, drafts and sends a letter to the landowner/additional contacts with the results of the monitoring visit, files documentation, tracks annual inspection notes, and informs the Executive Director of any concerns. • Land Acquisition Transactions: <ul style="list-style-type: none"> ➤ Assists land protection staff with review of easement template changes, conservation easement document, Baseline Documentation Reports, and project documentation. • Communications: <ul style="list-style-type: none"> ➤ Writes/solicits articles and coordinates written communications to easement landowners, including Land Lines. • Committee support: <ul style="list-style-type: none"> ➤ Assists with/Coordinates Legal Committee meetings with committee chair, Executive Director, and appropriate staff— sets and distributes agendas, reviews and distribute meeting minutes, and performs follow-up on tasks assigned. ➤ Attends Land Management Committee meetings, works with Reserve and Facilities staff to set the agenda items related to stewardship, leads communication of appropriate agenda items,

	<p>reviews meeting minutes, and performs follow-up on tasks assigned;</p> <ul style="list-style-type: none"> ➤ Attends Risk Management and Land Protection meetings when scheduled to share information on the stewardship program. • Represents the Conservancy at meetings and conferences. • Attends Conservancy events as needed. • Attends appropriate partner events and meetings. • Performs administrative and clerical responsibilities in order to complete the tasks above. • Other related tasks and special projects as assigned.
Qualifications	<ul style="list-style-type: none"> • Bachelors degree or beyond in relevant field of study with adequate work experience in a land conservancy, conservation agency, or natural resource related organization. • Experience in natural resources stewardship and conservation. • Excellent writing, organizational, communication, interpersonal, and relationship building skills. • Proficiency in Microsoft Office programs. • Ability to work effectively with diverse groups including landowners, volunteers, the general public, federal, county, state, and municipal officials, and conservation partners. • Willingness to work as a self-starting member of a dedicated, energetic team. • Passion for land conservation and for providing quality service. • Valid driver's license and reliable transportation for frequent travel. • Experience with ARCGIS.
Physical Requirements/ Working Conditions	<p>This position requires both office work and car travel. As such, the position requires frequent sitting for long periods, with occasional periods of walking, standing, bending, and reaching materials stored at floor level up to head height. The position requires use of the computer and the telephone, handling large printed materials and archived files in boxes up to approximately 20 pounds. The position frequently requires work at indoor and/or outdoor offsite locations, requiring driving, walking, and standing on uneven terrain and in varied weather conditions.</p>