

## **Background**

Rensselaer Land Trust (RLT) and Rensselaer Plateau Alliance (RPA) are two land trusts with service areas in Rensselaer County New York who have collectively conserved over 15,000 acres. These two organizations have decided to merge. This position will begin as a shared position between the Rensselaer Land Trust (RLT) and Rensselaer Plateau Alliance (RPA) as the two organizations finalize a merger. It is a permanent position that will continue after the merger is completed.

## **Stewardship Manager**

### **Job Description**

Collectively RPA and RLT own and hold conservation easements on thousands of acres of land. Each of these properties requires care and regular monitoring. A thorough annual monitoring of each property must be done each calendar year. Work on infrastructure, maintenance, and trails is necessary. Much of this work has historically been and will continue to be done by volunteers. Many of our community forests and preserves have a committee of community members who oversee the management of the properties. The Stewardship Manager will coordinate with volunteers and staff to ensure that all necessary land stewardship work is completed in a timely manner. The Stewardship Manager will be responsible for scheduling, reminding, and following up on the annual monitoring of all properties. They will work with the land conservation team as new properties are conserved, will meet, and liaise with landowners, and will, at times, lead the formation of and chairing of community committees. The Stewardship Manager will help ensure that public properties are welcoming, safe, and inviting with clear signage, kiosks, maps, and other infrastructure.

### **Essential Functions:**

1. Work with the RLT and RPA staff and board members to steward the properties of both organizations
2. Track annual monitoring and potential violations at all properties.
3. Schedule annual monitoring of all properties with individual land stewards.
4. Conduct monitoring of fee and easement properties using ground and remote methods.
5. Help to train volunteers in monitoring policies and procedures.
6. Help to update landowner and volunteer steward contact information.
7. Work with the RPA Volunteer Coordinator to help keep volunteer stewards and community forest committee chairs on schedule and help facilitate their work.
8. Review and manage potential violations and questions as per RPA's fee land and easement enforcement policies.
9. Assist in the creation of easement owner communication materials.
10. Establish and maintain positive relationships with easement landowners.
11. Plan 1 or 2 activities per year to engage with easement landowners.
12. Manage baseline documentation reports for new conservation easement projects.
13. Oversee all aspects of baseline documentation.

### **Specific Responsibilities:**

1. Use RPA's LandScape database to keep track of land stewardship activities and tasks.

2. Help to keep LandScape up to date.
3. Help land stewards with annual monitoring as necessary. Be the point person for remote monitoring using Upstream Tech Lens.
4. Participate in the occasional program, outing, and/or workday to help with logistics, greeting and directing, photography, etc.
5. Represent RPA in the community, in contact with land steward volunteers, with conservation easement landowners, and in meetings with land stewards, volunteers and conservation easement owners.
6. Produce maps using ArcGIS Pro as necessary.
7. Upload essential documents for properties to LandScape. File paper copies of essential documents in the off-site safe.
8. Perform, direct and report on projects and assignments as requested.

The Stewardship Manager reports to the RPA Executive Director and works both remotely from his/her/their home office and at the RPA office as noted in more detail below.

#### **Temporary Duties:**

1. During the merger of RLT and RPA, organize essential documents for RLT's properties and update them in LandScape. Once the merger is complete this will no longer be necessary.
2. Perform some due diligence tasks for the properties as directed.

#### **Abilities, Skills, Qualifications**

1. Excellent written and oral communication skills.
2. Excellent people skills and an ability to work with committees, colleagues, and others.
3. Proven organizational skills and ability to balance multiple priorities.
4. Availability to work occasional prescheduled evenings and weekends, as required.
5. Availability to travel occasionally for meetings, conferences and/or training.
6. Proficiency in Microsoft Office programs.
7. Commitment to Diversity, Equity, and Inclusion.

#### **Preferred Abilities, Skills, Qualifications**

1. Proficiency with LandScape, land conservation software (training will be provided).
2. Familiarity with Upstream Tech, Lens, remote monitoring software.
3. Familiarity with ArcGIS Pro and ability to perform basic functions (training will be provided).
4. Familiarity with Land Trust Standards and Practices and Accreditation Requirements.
5. Familiarity with land conservation tools.

#### **Specific Monthly/Weekly Duties:**

1. Be a chief point of contact and resource for land stewards.
2. Attend staff meetings, land conservation committee meetings, selected community forest committee meetings and occasional board meetings.
3. Work with RPA staff to coordinate the installation of new public access infrastructure at fee owned lands.
4. Be the point of contact and support person for the trail crew.
5. Support and coordinate with conservation easement stewards. Help with landowner relations and take the lead on investigating violations.
6. Work on occasional projects on the land.
7. Help with occasional trail work, mowing, etc.
8. Assist with fundraising activities as directed.
9. Provide a brief report to the board on land stewardship once per month.

#### **Other Duties:**

As a member of a small team the Stewardship Manager may also perform the following duties as directed by your supervisor. Duties will be assigned based on scheduling among other duties, strengths, aptitude, and cross training.

1. Take photographs and or videos at programs and events, during volunteer activities and at any other RPA event or related activity.
2. Work with the Communications Director, ED, other staff, and board to post occasional photos/stories to Facebook or other social media.

**Schedule and Work Location:**

This position allows for a flexible schedule within the following framework:

- 1) The position is 40 hours per week.
- 2) Work on-site at the RPA office at least 2 days per week, to include the day of the land conservation committee meeting and stewardship committee meeting.

**The Rensselaer Plateau Alliance is an equal opportunity employer.**