

Hunterdon Land Trust
111 Mine Street, Flemington, NJ

Position Description: Full-Time Stewardship Program Manager, Non-exempt

The Organization

Hunterdon Land Trust (HLT) is a 501 (c)(3) nonprofit organization whose mission is to preserve the integrity of the rural landscapes in the Hunterdon County region by protecting and enhancing natural resources, and the cultural landscape of the historic Dvoor Farm, for public enjoyment and education. An Accredited land trust celebrating its 25th anniversary, HLT has protected more than 10,000 acres in the Hunterdon County region. In addition to land preservation and stewardship, HLT operates an award-winning producers'-only farmers' market and performs outreach and education to further conservation goals.

The Position

The Stewardship Program Manager reports directly to the Executive Director but works closely with the Director of Land Preservation. The Manager plays a critical role in caring for preserved lands through annual monitoring, maintaining public access, managing ecological threats, and coordinating volunteers.

Responsibilities

Conservation

- Coordinate monitoring of HLT's 13 conservation/agricultural easements and 12 fee-owned properties annually. Monitor partners' properties as contracted. Provide monitoring training to volunteers, employees, and trustees as needed.
- Communicate with landowners; interpret and enforce conservation easements.
- Complete baseline reports of conditions on properties and easements targeted for preservation.
- Update management plans for HLT's preserves by assessing conservation values such as water quality, biological diversity, and opportunities for appropriate public use.
- Implement stewardship initiatives in management plans, such as invasive species removals, tree plantings, erosion control, deer management, and mowing.
- Identify, monitor, and manage conservation threats on fee-owned properties such as overseeing the Natural Resources Management Team which hunts deer.
- Support land preservation activities through ArcGIS mapping.
- Participate in stewardship grant writing in conjunction with HLT's grant manager; manage grants secured including reporting.
- Manage stewardship projects for HLT and partners as contracted; administer project budgets.

Public Access - Improve public access opportunities as appropriate.

- Maintain trails (often with volunteer labor) and markings/signage.
- GPS trails and assist Director of Outreach with updating map guides as needed.
- Maintain property signage and information kiosks as needed.

Outreach and Education - Inspire County residents, trust supporters, and volunteers to be engaged stewards of the regional landscape.

- Improve public understanding of ecosystems as in newsletter's "Critter Corner"
- Lead hikes and work days to provide hands-on learning opportunities.
- Engage the community in land management; use properties as models to showcase responsible land stewardship and resource protection.
- Develop mutually beneficial partnerships with organizations that can provide volunteer labor (e.g. scouts, school clubs).

Essential Duties include lifting and carrying heavy equipment (approx. 50 lbs for 100 yards) and stewardship materials over rough terrain and steep slopes in all kinds of weather conditions.

Qualifications

HLT seeks a self-starter who can work independently but recognizes how their role fits into and impacts greater organizational operations.

Ideal candidates will have the following:

- Strong project management, interpersonal, and organization skills, attention to detail, and ability to prioritize
- Familiarity with GPS and mapping technologies; basic skills using ArcGIS software for mapping
- Knowledge of the ecology of the regional landscape and skills in field identification of flora and fauna, especially invasive species
- Pesticide/herbicide applicator license or willingness to secure one
- Leadership skills to manage stewardship events and volunteers effectively and inspirationally
- Physical capacity to complete labor in the field in many weather conditions
- Experience with using field tools, such as lawn mowers and brush hogs, safely
- Superior writing and oral communication skills
- Proficiency with Microsoft suite and computer skills
- Ability to work in a fast-paced yet collegial environment
- Genuine interest in Hunterdon Land Trust's mission of preserving the natural and cultural resources of the Hunterdon County region
- At least 4 years of experience or combination of education and experience and demonstrated success in project management

Compensation: HLT offers a competitive pay rate and flexible work environment. Compensation is expected to be \$45,000-\$50,000 annually. As per HLT's personnel policy, staff are eligible for retirement benefits as well as paid leave.

To Apply: Please e-mail your cover letter and resume to mary@hunterdonlandtrust.org by December 1, 2021. Additional information about Hunterdon Land Trust can be found at www.hunterdonlandtrust.org.