JOB DESCRIPTION

Lands Manager

TITLE: BRLT Lands Manager (LM)

SUPERVISOR: BRLT Executive Director (ED)

TIMING and LOGISTICS: This full-time, year-round position is 40 hours per week. Work scheduling can be flexible, however some weekend and/or evening work is required on occasion. The LM is reimbursed for work-related mileage. Salary and benefits package $40k - $50k, commensurate with relevant experience.

SUMMARY OF POSITION DUTIES:

Boothbay Region Land Trust (BRLT) is an established, nationally accredited land trust that has been working in the Boothbay Region since 1980. We have well-established education and community connection programs. BRLT protects over 1,800 acres of land and provides over 35 miles of hiking trails spread across 25 public preserves. The LM is responsible for monitoring and maintaining all lands, islands, and trails under BRLT management, ownership and conservation easement. He/she provides staff leadership to the Stewardship Committee of BRLT and helps to lead in the acquisition of new lands and conservation easements in partnership with the ED and Lands Committee. The LM interacts regularly with volunteers, landowners, supporters, partner agencies, and local governmental officials. Good humor, a collaborative spirit, and impeccable integrity are thus essential character traits. The LM is also an integral staff member in the office environment, assisting with other activities such as outreach, environmental education, special events, and fund raising.

DESIRABLE QUALIFICATIONS:

Candidates should be capable of multitasking, able to perform physically demanding outdoor work, and have proficiency working with computers (Microsoft Office, Gmail, etc), and GPS. Candidates should have familiarity with volunteer or general management and experience in natural resource management, land stewardship or outdoor recreation areas/trails management. Carpentry and basic equipment maintenance skills are a plus. A degree in environmental studies and/or natural resource management is highly desirable.
SPECIFIC TASKS:

Stewardship
The LM is responsible for all aspects of preserve and easement stewardship and maintenance.
- Utilizing volunteers as much as possible, maintain all BRLT preserve trail heads, trails, fields, etc. and associated infrastructure.
- Provide primary staff leadership to the Stewardship Committee.
- Implement and improve established procedures for regular monitoring of all conservation easements and preserve properties held by the BRLT.
- Hire and oversee seasonal Damariscove Island Caretakers (2) and substitute caretakers and/or any other seasonal stewardship staff.
- Identify and coordinate with stewardship volunteers for BRLT.
- Oversee maintenance and management of BRLT stewardship tools and equipment.
- Create, review, and revise preserve management plans.
- Create Conservation Easement Baselines for BRLT easements per Land Trust Alliance (LTA) standards as new easements are acquired.
- Work with the Stewardship Committee to ensure that appropriate trail, signage, and other resources on BRLT preserve lands are adequately managed.
- Ensure that maps and brochures for BRLT public preserves are up-to-date.
- Maintain all lands records in accordance with best industry practices.
- Other stewardship duties as assigned by ED

Lands
The LM will work closely with the ED to provide support of BRLT land acquisition program.
- Support the BRLT Lands Committee as associate staff.
- Continuously review and keep current lands protection criteria in consultation with ED and Lands Committee and Board.
- Assist with the development of conservation easements, baselines and appropriate agreements on projects as assigned by ED.

BRLT Support
The LM will work as a member of a small staff to support all BRLT efforts.
- Assist with BRLT events.
- Contribute photos and press releases highlighting lands and stewardship accomplishments.
- Assist with the lands and stewardship elements of BRLT’s accreditation efforts and supply needed documentation as required.

To Apply:

Application Due Date: February 29, 2020
Please send electronic versions of your cover letter and resume with three current references to the following address with the words Lands Manager in the subject line: nullo@bbrlt.org