



# Northwest Connecticut Land Conservancy

PROTECTING LAND AND WATER FOR PEOPLE, FOR WILDLIFE, FOREVER.

## STEWARDSHIP SPECIALIST

### **About Northwest Connecticut Land Conservancy (NCLC)**

Northwest Connecticut Land Conservancy is a nonprofit, regional conservation organization working with the communities of Litchfield and northern Fairfield Counties to safeguard natural and working lands, public recreation areas, and drinking water resources forever. Founded in 1965, NCLC is the largest land trust in Connecticut, protecting 13,000 acres (and growing) of vast, connected natural areas. NCLC's conserved lands include 21 public hiking preserves, 40 working farms, and over 3,000 acres of habitat for rare and endangered species.

NCLC believes in connecting people to nature through public access to wildlands and free educational programming for all ages. NCLC is also a dedicated conservation partner and service provider, assisting the work of local land trusts and regional partners through funding and technical assistance for acquisitions and stewardship, as well as providing shared staff. To strengthen the region's capacity to conserve high-quality conservation lands and ensure the permanence of those conserved lands for the future, NCLC merged with Brookfield Open Space Legacy in 2019 and Naromi Land Trust in 2020.

In recognition of its exceptional work, NCLC is a nationally accredited land trust, and has received the state's highest land trust award for land preservation from the Connecticut Land Conservation Council, an EPA Environmental Merit Award for its outstanding commitment to protecting the natural environment, and a Working Lands Alliance Pathfinder Award for its significant contributions to educating the public about the importance of farmland preservation.

### **Position Description:**

The Stewardship Specialist implements the effective protection and management of more than 13,000 acres of natural lands and waters. The priority outcomes for this position are: (1) oversight and administration of a high-quality and efficient conservation easement and fee-land inspection program; (2) produce accurate and high-quality maps to support NCLC's acquisition and stewardship programs; (3) accurate management of property and landowner data; (4) oversee NCLC's stewardship equipment and technology ensuring the equipment is maintained, organized, and secure and NCLC's technology is current, backed-up, and linked across all platforms; (5) developing landowner and property neighbor relationships, primarily by timely providing new landowner materials and responding to landowner and other public inquiries related to NCLC's stewardship program; (6) assisting in the resolution of violations and encroachments issues, and developing skills to oversee the resolution of minor violations; (7) lead

technology trainings for NCLC's staff and partners and help to oversee NCLC's intern program; (8) perform preserve maintenance as needed and directed; (9) prepare high-quality and accurate written and visual materials for NCLC's board and committee meetings; and (10) provide support to NCLC's partnership program. primarily through technology trainings and intern supervision.

## **Duties and Responsibilities:**

### *Stewardship Program*

- Implement the annual inspection program in compliance with NCLC's policies and procedures and LTA Standards and Practices and perform annual property monitoring via aerial imagery and/or on the ground.
- Oversee NCLC's organizational implementation of GIS, GPS, ArcGIS online, and other technology, and maintenance of GIS files and records for all NCLC lands including fee-owned lands. Provide technology training to NCLC personnel, board members, and partners.
- Ensure the integrity of NCLC's conservation easements and fee-owned preserves through thorough and routine monitoring, landowner interactions, and defense and enforcement including: completing at least annual monitoring visits and reports, maintaining positive landowner relations, following-up on potential encroachments and violations, and maintaining detailed records.
- Prepare high-quality and accurate written and visual materials for NCLC's board of director and committee meetings.
- Efficiently process and provide every new conservation easement landowner a NCLC welcome packet, including a copy of the baseline documentation report, recorded easement, and letter from the Executive Director or Director of Land Conservation.
- Oversee, maintain, and keep up-to-date NCLC's land management database (Landscape), for all NCLC conserved properties.
- Oversee and keep secured and maintained NCLC's stewardship equipment.
- Maintain and build professional, measured, and well-documented relationships with easement landowners and/or their assigned representatives.
- Maintain record of and respond to landowner property needs surrounding approvals for activities on easement land. Provide references and technical advice as appropriate for private landowners interested in better stewardship of their lands.
- In coordination with the Executive Director, offer training and education programs to easement landowners and property neighbors.
- Assist with land management activities on NCLC-owned and managed properties, including trail maintenance and invasive species removal. This will include the unaided operation of vehicles and equipment in a variety of maintenance and utility tasks.

- Manage and inspire interns and volunteers to achieve programmatic goals in both in-office and field settings.

#### *Outreach and Partnerships*

- Assist with building and maintaining relationships with partner organizations including providing technical assistance for GIS, GPS, database and easement and fee stewardship.
- Support the organization's public events by leading, attending, and helping to organize hikes, lectures, and other programs.
- Work in partnership with colleagues, partner organizations, members, and the community at large to build a welcoming, successful, and respected community institution.
- Support the organization's philanthropic efforts by participating in member events, visits, communications, grant writing, and gift solicitations.

#### *Organizational Sustainability*

- Support stewardship team in developing grants for land protection, habitat restoration, and other conservation-related activities. Assist in other fundraising activities, as needed, that may include attending member events/activities and donor cultivation.
- Maintain familiarity with the organization's governing documents (mission, bylaws, strategic plan, policies, etc.).
- Keep current on all aspects of Land Trust Standards and Practices as they apply to job function.
- Make recommendations for policy and procedure improvements.
- NCLC's staff operates as a close-knit team and the Stewardship Specialist will be expected to perform other duties as needed or assigned.

#### **Reports to:**

Executive Director

#### **Salary and Benefits:**

NCLC is a collaborative and supportive work environment that encourages and inspires professional growth. NCLC offers a competitive salary and comprehensive benefits package. The salary range for this position is \$50-60,000 depending on experience. NCLC offers full-time employees paid vacation, holidays, personal, and sick leave. NCLC pays 95% of health, life, vision, and dental insurance for full-time employees and contributes to a retirement plan.

This is an equal opportunity, full- time, non-exempt position located in Kent, CT.

## **Qualifications**

### *Preferred Qualifications*

- Excellence with Arc GIS desktop and online, GPS, and related hardware and software to create and enhance maps, including digitizing property boundaries from surveys and editing shapefiles.
- Experience managing public recreation lands.
- Masters' degree or higher-level degree in related field (natural resource management, science, education etc.)
- Supervisory experience over volunteers and interns.

### *Minimum Qualifications*

- 3+ years of prior land trust or land management experience. Experience in working with other organizations and agencies in a similar conservation capacity also qualifies.
- Familiarity with aerial photos, deeds, surveys, topographic maps, and ability to navigate properties in the field.
- Proficiency with Arc GIS desktop and online, GPS, and related hardware and software to create and enhance maps, including digitizing property boundaries from surveys and editing shapefiles. Ability to create presentation quality maps for printing, web pages, and PowerPoint displays and teach GPS and basic mapping to colleagues, partners, and volunteers. Experience with remote satellite imagery platforms like LENS, Digital Globe, etc. desirable.
- Excellent interpersonal, written, and oral communication skills, including public speaking.
- Ability to identify northeastern plants, trees, and habitat types.
- Demonstrated knowledge of natural resources issues (related to land management, recreation, agriculture, and forestry, etc.) and ability to communicate to landowners.
- Familiarity with trail maintenance equipment including brush hog, chainsaw, weed whacker, shovel, loppers.
- Experience developing, directing, and managing multiple projects and budgets and implementing strategic program goals.
- Strong sense of ethics, integrity, discretion, and ability to maintain confidentiality of donor and project information.
- Ability to work some non-standard hours, including evenings and weekends.
- High level of computer skills required, including demonstrated competency with MS Office, Powerpoint, Word, and Excel.

- Be in good physical condition and able to work outdoors in all types of weather, and able to lift up to 50 lbs.
- Valid, insurable driver's license/record.