



# Regional Stewardship Manager

## *Easement Stewardship Department*

**Reports to:** Director of Easement Stewardship

**Starting Salary:** \$42,000 - \$50,000

**Nonexempt**

**Full time**

**Permanent**

### **Position Summary:**

The Regional Stewardship Manager is primarily responsible for ensuring that the Forest Society fulfills its perpetual stewardship responsibilities for over 790 conservation easements and deed restrictions covering more than 136,000 acres. The Regional Stewardship Manager works directly with owners of protected lands and a team of Forest Society staff to ensure compliance with easement terms, cultivate supportive cooperative relationships with landowners, and resolve potential compliance issues. This position is responsible for the Northern region (see [Stewardship Region map](#)). This position may also oversee seasonal staff and/or a small group of volunteers. This position will be primarily based out of the Forest Society's office in Bethlehem, NH, Forest Society North at the Rocks.

### **Essential Duties and Responsibilities:**

1. Easement and Deed Restriction Monitoring
  - a. Schedule and perform 100+ ground monitoring visits annually, including meeting with landowners and walking properties, to ensure compliance with easement terms and restrictions
  - b. Meet annual monitoring obligations by reviewing and analyzing remote imagery of conservation easements and deed restricted properties.
  - c. Communicate with grantee land trusts and communities where the Forest Society holds an executory interest behind them or vice versa.
2. Landowner Relationship Management & Guidance
  - a. Develop and maintain positive relationships on behalf of the Forest Society with landowners and their agents.
  - b. Communicate with landowners, foresters, and land managers about management activities.
  - c. Initiate and respond in a timely manner to landowner inquiries, including requests for reserved rights, withdrawals, subdivisions, and interpretation of deeds.
  - d. Provide landowners with information on foresters, natural resource professionals, and others who can assist with ensuring sound land management decisions.
3. Compliance and Enforcement
  - a. Work with Easement Stewardship Director and legal counsel to resolve potential and actual violations and disagreements with landowners effectively and efficiently. With experience, resolve potential and actual violations and disagreements with landowners effectively and efficiently.
  - b. Follow established procedures in addressing potential violations, including assessing the situation and recommending courses of action to Senior Regional Stewardship Director and/or Easement Stewardship Director.

- c. Discuss potential amendments with landowners and Easement Stewardship Director.
- d. Draft and process scrivener's error amendments and assist Director with higher level easement amendments.
- e. Draft and process low and some moderate risk amendments (case dependent) and assist Director with high-risk amendments.
- f. Coordinate with other funding sources, partners and state agencies according to internal policies and procedures (such as LCHIP, NRCS, NHDOT).
- g. Present on amendments, violations and other stewardship matters to Forest Society leadership and committees of the Board of Trustees.

#### 4. Staff Oversight

- a. Train new regional stewardship managers in all essential duties and responsibilities in cooperation with the Easement Stewardship Director. Ensure continuation of adherence to policies and practices.
- b. Work with and supervise easement stewardship volunteer(s) and seasonal staff.

#### 5. Information Management and Administration

- a. Update baseline documentation reports as needed.
- b. Record and manage information promptly, accurately, and consistent with documented procedures and Land Trust Accreditation standards.
- c. Work effectively with the stewardship database (Salesforce LOCATE) to document activities and communications.
- d. Work with Easement Stewardship Director to establish and maintain policies, procedures and guidelines.
- e. Work effectively with ArcGIS Pro and additional ESRI products in support of program activities.
- f. Update Easement Stewardship technology as necessary to improve efficiency.
- g. Research and analyze public data and records, including title information, real estate transactions, municipal information, state law, court documents and other resources.
- h. Coordinate with the Land Protection Department to onboard newly conserved properties into the easement stewardship portfolio.
- i. Promote stewardship activities on social media, in Forest Notes, and the Forest Society website with blogs, photos & stories with assistance from the Director of Communications and Digital Outreach
- j. Ensure continuity of policy & practices in the event of staff turnover.
- k. Other duties as required, including administrative tasks shared by the department.

#### 6. Communication and Conduct

- a. Develop and maintain cooperative working relationships and open lines of communication with landowners, colleagues, and the public.
- b. Communicate with others in a positive manner with respect for differing opinions and openness to new ideas.
- c. Work independently and follow through on commitments with minimal supervision.
- d. Prioritize tasks to complete work in a timely and accurate manner.
- e. Take initiative to solve problems and identify potentially more efficient methods of operation.

- f. Act as an advocate for the Forest Society in all interactions – treat every interaction as an opportunity to add a new member or thank an existing member.
- g. Work with Land Management Team to conduct basic stewardship activities as needed.

**Contributions/Outcomes:**

- 7. Further the Forest Society's mission by ensuring compliance monitoring obligations are met.
- 8. Cultivate and reinforce positive relationships with landowners, colleagues and others.
- 9. Ensure compliance with easement terms and deed restrictions by landowners and resolve potential and actual easement violations efficiently and effectively.
- 10. Record all critical communications and transactions in accordance with Forest Society procedures and Land Trust Accreditation standards.
- 11. Provide training and mentoring for non-senior regional stewardship manager to nurture the department's overall success

**Additional Opportunities:**

- 12. Involvement in other departments, time permitting, is encouraged for this position. Examples may include working with the Land Protection Department to conduct new Conservation Easement projects; involvement in Education and Outreach programming; contributing to programmatic goals at satellite offices (including the Rocks and Creek Farm); assisting development staff in cultivation of donors and members; etc.
- 13. On occasion, participate at the Rocks in assisting with necessary functions (including but not limited to facilities, Christmas Tree Farm management, and gift shop functions).

**Qualifications and Skills Required:**

- 14. Bachelor's degree and 2-4 years' minimum experience in land conservation or natural resources or a Master's Degree in land conservation or natural resources field.
- 15. Experience overseeing volunteers or seasonal staff preferred.
- 16. Excellent written and oral communication skills and attention to detail (examples from portfolio may be requested).
- 17. Ability to interpret legal writing, including federal, state and local laws, statutes and ordinances.
- 18. Ability to effectively investigate matters of title and recorded legal documentation.
- 19. Self-motivated, and able to handle many competing priorities.
- 20. Ability to communicate effectively with people of various backgrounds and interests.
- 21. Functional knowledge of GIS mapping and GPS data collection using ArcGIS Pro and ArcGIS Online platforms.

- 22. Familiarity with the Microsoft Office suite of applications.
- 23. Functional knowledge of forestry operations and best management practices.
- 24. Ability to navigate in the forest alone with a map and compass, sometimes in remote locations.
- 25. Valid driver's license, proof of insurance, and access to a reliable vehicle.
- 26. Familiarity with New Hampshire's natural history and ecology preferred.

**Working Conditions:**

The position includes a combination of office work, fieldwork, and travel. Fieldwork may be in inclement weather. Telework and in-office work possible. Environmentally sustainable office within walking distance of wooded trails.

**Physical Requirements:**

Ability to move over rough terrain for extended distances & navigate alone in remote areas. Ability to drive a car.

**Direct Reports:**

Possible supervision of intern(s) or volunteer(s).

**Equity, Inclusion & Collaboration**

The Forest Society is an equity-based employer. We value a diverse workforce and an inclusive culture. We value staff that work for the good of the whole; that can effectively collaborate to achieve shared goals of their department, as well as the organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or other protected status as required by applicable law.

**Approvals:**

Manager: *Brian Hotz*

Date: January 2025

Human Resources: *Stephanie Milender*

Date: January 2025