



Conservation Easement Steward

Easement Stewardship Department

Reports to: Director of Easement Stewardship

Salary: \$33,000

Exempt/Nonexempt

Full time/Part time

Temporary yes/no (one year)

Position Summary:

The Conservation Easement Steward is responsible for ensuring that the Forest Society fulfills its perpetual stewardship responsibilities for over 700 conservation easements and deed restrictions covering more than 125,000 acres. The Conservation Easement Steward works directly with private owners of protected lands and other Forest Society staff to prepare current conditions reports and baseline supplements for older easements and deed restricted properties in connection with ground monitoring visits. This position is based at the Conservation Center in Concord, NH.

Essential Duties and Responsibilities:

1. Baseline Upgrades
 - a. Conduct research for and upgrade baseline documentation for older easements or deed restricted properties through current conditions reports or baseline supplements in accordance with Land Trust Accreditation standards.
 - b. Research may include reviewing prior baseline documentation and identifying additional information needed.
 - c. Field work may include using a GPS device, camera, and compass, identifying natural communities, and locating monumentation for uncertain boundary lines.
 - d. Complete baseline upgrades in advance of renewal of Land Trust Accreditation.
2. Easement and Deed Restriction Monitoring
 - a. Perform ground monitoring visits, including meeting with landowners and land managers and walking properties, to prepare current conditions reports and baseline upgrades.
 - b. Refer any potential and actual violations to the regional Conservation Easement Steward assigned to a particular property.
 - c. Communicate with landowners through meetings and phone calls to schedule monitoring visits and create current conditions reports or baseline upgrades.
3. Information Management/Administrative Functions
 - a. Manage information consistent with documented procedures and Land Trust Accreditation standards both in hard copy and electronic format.
 - b. Work effectively with Conservation Connections (Access based database) to document activities and communications.
 - c. Work effectively with GIS mapping program in support of program activities.

- d. Other duties as required, including administrative tasks that are shared by all within the department.

Contributions/Outcomes:

- Upgrade baseline documentation in accordance with Land Trust Accreditation standards.
- Meet the Forest Society's easement and deed restriction monitoring obligations.
- Cultivate and reinforce positive landowner relationships.
- Refer potential and actual easement violations to the appropriate regional Conservation Easement Steward for a given property.
- Record all communications and transactions in accordance with Forest Society procedures and Land Trust Accreditation standards.

Qualifications and Skills required:

- Bachelor's or Master's degree in appropriate field related to conservation or natural resources and 1 to 2 year's experience in land conservation or natural resources field.
- Excellent written and oral communication skills and attention to detail.
- Self-motivated, willing to accept a challenge, and able to handle multiple priorities.
- Ability to communicate effectively with people of various backgrounds and interests.
- Familiarity with adhering to set procedures in support of potential legal challenges.
- Functional knowledge of GIS mapping and GPS data collection.
- Facility with the Microsoft Office suite of applications.
- Ability to navigate in the forest alone with map and compass, sometimes in remote locations.
- Valid NH driver's license, proof of insurance, and access to a reliable vehicle.
- Dedication to the conservation mission of the Forest Society.

Working Conditions:

The position includes a combination of office work, field work, and travel. Field work may be in inclement weather on occasion. Possible tele-commuting on a limited basis. Environmentally sustainable office building within walking distance of wooded trails.

Physical Requirements:

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

Direct Reports:

None.

Approvals:

Manager: *Reagan Bissonnette*
Date: April 27, 2015

Human Resources: *Denise Vaillancourt*
Date: April 27, 2015

Last Reviewed: April 27, 2015