

**Grand Traverse Regional Land Conservancy
Position Description**

Position Title: *Conservation Easement Steward*

Status: Permanent, Full-time, Salaried, Exempt

Date: April 2016

Reports to: Manager of Easement Stewardship

Position Objective: The Conservation Easement Steward will be responsible for easement stewardship activities for all properties within their assigned portfolio located throughout GTRLC's five-county service area. He/she will assist with managing and maintaining operation of the land data and functionality within the organizations Salesforce database, as well as the permanent documentation and filing systems for all Conservancy land projects.

Position Summary: This position reports to the Manager of Easement Stewardship. He/she is responsible for carrying out all easement stewardship activities for the properties within his/her portfolio of approximately 100-120 conservation easements, including annual monitoring, and engaging landowners and other supporters in the work of the Conservancy. This employee will work closely with land protection staff to problem-solve and review proposed conservation easements with regard to stewardship implications. He/she will assist with managing and maintaining operation of salesforce as it relates to the easement and land protection program. This employee will assist other stewardship, land protection, and communications duties as needed and or directed by his/her supervisor.

Duties and Responsibilities:

Easement Stewardship (~80%)

1. Monitor and manage all day-to-day easement stewardship activities for all conservation easements within his/her portfolio.
 - a. Provide correspondence for all assigned easement properties, including monitoring reports and answering questions.
 - b. Review conservation easement projects and documents for stewardship implications prior to closing.
 - c. Respond to requests from landowners, the public and governmental units for clarification of conservation easement restrictions.
 - d. Respond to easement violations following established policies, procedures and guidelines with assistance from supervisor when appropriate.
2. Review and respond to requests from easement landowners to exercise permitted uses.
3. Assist Land Team with Baseline Documentation Reports, as needed.
4. Assist with updating policies and procedures related to easement stewardship, as needed.
5. Manage and oversee the creation of easement owner communication material.
 - a. Annual Monitor reminder
 - b. Annual newsletter/update
6. Create email system to send updates/share partner information etc.
7. Ongoing review and improvement of Easement stewardship communications

Data Management (~15%)

1. Assist Land Team staff with gathering proper permanent documentation of all completed land projects, based on Conservancy procedures and Land Trust Alliance Standards and Practices requirements.
2. Maintain both the paper and electronic permanent file structures.
3. Maintenance and updating of the Land and Easement data within the Salesforce Land Trust Tracker Application.
4. Manage the scanning and offsite storage of permanent documentation for all land projects.
5. Assist with creation of custom reports related to land data for staff.
6. Assist with maintenance of the non-public protected land GIS shapefile, and land-related GIS field tools and software installations.

Other Duties (~5%)

1. Participate as member of Land Team and Preserve Stewardship Team by providing input, contributing to discussion, and assisting in team decision making processes.
2. Assist other stewardship and land staff with activities as needed.
3. Assist with engagement, cultivation, and updates to supporters as needed.
4. Other duties as assigned by Supervisor.

Required Education, Experience, and Training:

1. Bachelor's Degree in natural resources management, ecology, or related discipline.
2. Knowledge of conservation easements, preferably with experience in easement stewardship.
3. Specific Salesforce CRM database training and experience is preferred.

Competency or Position Requirements:

1. Excellent written and verbal communication skills, including conflict resolution and negotiation.
2. Excellent problem solving skills and ability to work both independently and as part of a team.
3. Strong organization skills with a commitment to follow-through and particular attention to detail.
4. Ability to build and maintain strong working relationships with staff, supervisor(s), Board members, landowners, government partners, donors, volunteers, and other stakeholders
5. Ability to identify local flora and fauna as well as non-native/invasive species.
6. Working knowledge of real estate transactions and conservation easement drafting.
7. Field experience and a willingness and ability to work long hours in strenuous outdoor conditions.
8. Familiarity with requirements of Land Trust Alliance Standards and Practices.
9. Valid driver's license and reliable transportation.

Work Environment: This position is approximately 40% office work and 60% field work, typical hours are 9-5 Mon-Fri, with occasional evening or weekend work.

Physical Requirements: Ability to work both indoors and outdoors, to carry necessary equipment and supplies, and occasionally work long hours in rough terrain and possibly inclement weather

Conservancy will provide: mileage, cell phone expense-share, and mileage reimbursement provided.