

**Grand Traverse Regional Land Conservancy  
Position Description**

**Position Title:** *Conservation Easement Steward*

**Date:** December 2018

**Revised:** November 2022

**Reports to:** Manager of Easement Stewardship

**Status:** Exempt, Full-time, Salaried, includes benefits

**Salary Range:** \$40,584 – \$55,702

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**Position Objective:**

Working as a member of the Easement Stewardship Program, steward and uphold conservation easement restrictions on privately owned land through the development of open, friendly, and trusting relationships with conservation easement landowners.

**Position Summary:** The Conservation Easement Steward 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, documentation, and follow-up, while also engaging landowners and other supporters in the work of the Conservancy. The Conservation Easement Steward will work closely with Manager of Easement Stewardship to ensure proper interpretation, documentation, and enforcement of his/her assigned portfolio. This employee also assists the Land Protection Team to review proposed conservation easements with regard to stewardship implications. He/she will assist with data entry and maintenance as it relates to land protection and easement stewardship data within Salesforce. 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 (~70%)**

1. Monitor and manage all day-to-day easement stewardship activities for all conservation easements within his/her portfolio.
  - a. Annual monitoring of easements within his/her portfolio, including both ground and aerial monitoring techniques.
  - b. Creation and maintenance of stewardship documentation for all assigned easement properties, including monitoring reports
  - 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. Assist with the creation of easement owner communication material.

**Data Management (~25%)**

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 Salesforce reports related to land data for staff.
6. Assist with maintenance of the non-public protected land GIS shapefile, and GIS field tools.

**Other Duties (~5%)**

1. Participate in Land Team and Preserve Stewardship Team by providing input, contributing to discussions, and participating in 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.

**Qualifications:**

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

**Work Environment:** This position is approximately 50% office work and 50% field work, typical hours are 9-5 Mon-Fri. with flexible schedule options Evening or weekend work is occasionally required

**Physical Factors:** 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

