



Title: Director of Land Stewardship

Status: Full-time/exempt

Reports to: Executive Director

General Position Summary: This is a senior-level position that oversees Indian River Land Trust's land stewardship programs, including the restoration and management of IRLT's conservation properties. It works as part of the senior staff team on developing and implementing organizational goals and objectives. The position serves as staff liaison to the Land Stewardship Committee of the Board of Directors and will have high visibility to the Board.

Essential Functions –

Land Management: Works with Executive Director and Board committees to develop budgets, program goals, and management plans to oversee the restoration and management of IRLT's conservation properties comprising over 1,000 acres and ten miles of Lagoon shoreline.

Key Responsibilities:

- Ensures that IRLT's conservation easements and fee-simple properties are monitored regularly and meet IRLT's standards and management plan priorities.
- Works cooperatively with communities, state and local agencies and other conservation partner organizations to maximize land stewardship impacts.
- Ensures that strong relations with neighbors of conservation properties are established and nurtured.
- Reviews existing and future needs for publicly accessible conservation properties and develops long-term strategies for maintaining and operating sites.
- Oversees IRLT's land stewardship volunteer projects, communicates with volunteer prospects, and tracks, supports and celebrates volunteer participation.
- Hires and mentors stewardship staff and oversees the day-to-day work of this position.
- Maintains comprehensive project files in conformance with IRLT's Record-Keeping Policy.

Land Acquisition: Provides assistance with assessments and determining stewardship needs for potential land acquisition projects. Oversees the completion of environmental studies and surveys, and produces baseline documents, as needed, to ensure the protection of the Land Trust's interests.

Organizational Management: Works closely with the Executive Director and senior staff in a team environment to develop annual goals, priorities and budgets for IRLT's conservation property management and related community projects and programs. Reviews and approves project-related materials and invoices, and provides guidance on development and implementation of organizational and program goals, policies and procedures.

Outreach & Community Relations: In conjunction with the Executive Director, develops partnerships and relationships with other conservation professionals and leaders engaged in the community. Educates landowners and professional advisors on IRLT's mission and benefits of land conservation. Implements and achieves IRLT's internal conservation priorities by representing the Land Trust in relationships with government agencies and local community groups, including serving on various boards and committees. Assists with development of website and newsletter content as needed.

Funding and Finances: Works closely with senior staff team on funding proposals and budgets for land stewardship projects. Oversees grant writing and manages awarded grants and reports for land stewardship projects. Attends and assists with preparation, as needed, for IRLT fundraising and outreach events. Provides land stewardship documentation as required for annual financial statements and audit. Ensures annual property tax exemption status and compliance with federal and state laws, as they relate to land stewardship activity.

Work Environment: The work for this position is both indoors at a computer, and outdoors with field visits on a regular basis throughout the year. Outdoor work generally involves visits to conservation properties, the ability to hear and see in order to interpret landscapes and natural features, and supervision of contractors and volunteer groups. Properties may or may not have developed trail systems and occasionally consist of wet terrain and thick vegetation. Most travel is within Indian River County with occasional travel within the region and beyond for meetings, conferences, and trainings.

Qualifications

- A four year college degree; master's degree preferred.
- Five years of land stewardship/management experience.
- Extensive knowledge of coastal ecosystems and their management for conservation.
- Exceptional interpersonal skills with the ability and personality to work collaboratively with a small staff team to implement programs for the organization.
- Ability to understand the needs and perspectives of landowners and work to find mutually satisfying solutions.
- Ability to communicate effectively, both verbally and in writing with landowners, the public, professional colleagues and governmental agencies.
- Problem-solver who works to find creative yet practical solutions to conservation challenges.
- Proven ability with ArcMap and MS Office applications including Word, Excel, PowerPoint and Outlook.
- Physical ability to sit at a desk with a computer or in meetings for long periods, travel to remote and undeveloped property, hike and wade through a variety of environmental conditions, use both hand and gas powered tools and be outdoors for considerable periods.
- Ability to drive IRLT's truck and your own vehicle, with valid driver's license and proof of insurance.
- Willingness to work a flexible schedule, including some evenings and an occasional weekend.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.