



## **The Land Trust for Tennessee**

Position: Stewardship Field Coordinator

Location: Nashville, TN

### **About The Land Trust for Tennessee**

The Land Trust for Tennessee (“LTTN”) is a statewide, accredited non-profit land conservation organization with offices in Nashville and Chattanooga. Now in its 24<sup>th</sup> year, LTTN has protected over 135,000 acres through more than 450 conservation projects across Tennessee. LTTN seeks an energetic professional to join our collaborative staff and our highly regarded board in this full-time position. The position is based in Nashville with a statewide focus, and offers an impactful, demanding work opportunity at one of the nation’s premiere conservation organizations. The goal of the Land Trust’s stewardship program is to uphold the conservation values of LTTN’s protected lands in perpetuity.

### **The Opportunity**

The Stewardship Field Coordinator position is focused primarily on completing annual monitoring visits and other site visits to protected properties across TN. Annual Monitoring is the regular inspection of property protected with a conservation easement and is a core component of The Land Trust’s stewardship program. The Stewardship Field Coordinator may also assist as requested with other components of the stewardship program including: addressing requests for activity approvals, working with landowners to understand their conservation easement, enforcement, land management, GIS mapping and analysis, record keeping and data management, and other duties as assigned. This position is a key part of the Stewardship team, working with oversight and management from the Associate Director of Stewardship and Director of Stewardship. This is an entry-level position with potential for long-term growth within the organization.

### **Essential Functions**

#### Field Work and Site Visits

- Schedules and performs annual monitoring field or aerial visits for conserved properties throughout TN; walks properties to observe and document any changes that have occurred and to identify violations and other issues
- Travels extensively throughout the year, but especially during “monitoring season” (typically January – April)
- Schedules and performs additional field visits as directed
- Creates property maps for field work; manages GIS data and photography collected in the field
- Assists with management of lands owned by LTTN

#### Landowner Relationships

- Cultivates and maintains strong relationships with landowners from a variety of backgrounds and assists landowners in understanding their conservation easement
- Provides assistance and information to landowners who are selling their conserved land and to realtors, attorneys, appraisers, and potential buyers

#### Record Keeping

- Prepares and maintains monitoring reports, monitoring files, and baseline updates on all conserved properties
- Tracks and keeps record of activity approvals and denials, amendments to conservation easements, property transfers, changes in contact information or ownership, as well as monitoring records and other stewardship data using LTTN server and database; other administrative duties as needed
- Helps maintain GIS database for protected property boundaries and reserved rights areas; ensures updated field and documentation maps are available for all protected properties

### **Qualifications:**

- Bachelor’s Degree in Natural Resource Management, Ecology, Biology, Environmental Science or similar field
- At least 2 years’ experience as a member of a professional team preferred

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- Knowledge relevant to forestry, agriculture, natural resource management, and sound land uses; ability to learn and understand land use guidelines and regulations
- Excellent interpersonal and communication skills, including strong negotiation and listening skills, ability to communicate with different personalities, diffuse anger, resolve conflicts, and ask and answer difficult questions
- Facility with maps and mapping/GIS, and ability to read and understand deeds, legal descriptions, conservation easements, and related legal documents
- Strong spatial, reading, and writing skills
- Ability to coordinate and work on multiple projects simultaneously, and to maintain attention to detail while producing a steady volume of work in compliance with deadlines
- Understanding of and commitment to the land conservation goals of LTTN
- Ability to effectively operate computers and assigned software, including Microsoft Office Suite (Word and Excel) and mapping software (i.e. ArcGIS); general knowledge of CRM databases
- Ability to regularly perform field work and to work outside in all weather conditions
- Flexibility to work some nights and weekends as required for LTTN events or landowner schedules
- Ability to travel extensively including to remote areas; valid driver's license required. Use of personal vehicle or coordinating the use of a rental vehicle for property visits is expected

#### **Personal Characteristics:**

- You enjoy working with all kinds of people.
- You like to both plan and execute projects.
- You multi-task and prioritize assignments well.
- You are a detail-oriented person who also sees the big picture.
- You work well with a team in a fast-paced environment.
- Desirable personal attributes include: strong work ethic, reliable, energetic, self-motivated, dedicated, team-oriented, charismatic, practical, innovative, adaptable.

#### **Benefits:**

- Full-time position, working 40 hours per week, with a hybrid work model possible following 90 days of employment. Flexible hours offered based on workload, weather, and events schedule.
- Monthly mileage reimbursement and/or cost of rental car is offered for work purposes.
- AAA Roadside Assistance provided.
- In each year of the first two years of employment, we offer 20 PTO days (10 vacation days and 10 sick days) on an accrual basis and 11.5 paid holidays per year.
- Medical and Dental insurance; premiums are covered at 85% for employee and 50% for spouse and family plans. A \$25,000 company-sponsored life insurance policy is provided for each full-time employee. Other voluntary insurance includes vision, additional life, long-term and short-term disability, critical illness, and accident.
- We offer a 403b retirement plan with a match of up to 5% after two years of employment.
- We offer an extremely collaborative, encouraging, and mission-driven team, and provide resources for professional development and continuing education opportunities.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. Salary is commensurate with experience. LTTN is an equal opportunity employer.

**Please send resume, cover letter, and salary requirements by November 17<sup>th</sup> to:**

Kayla Noel, [knoel@landtrusttn.org](mailto:knoel@landtrusttn.org)

No phone calls, please.