



## **The Land Trust for Tennessee**

Position: Stewardship Manager

Supervisor: Director of Stewardship

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. LTTN has protected 137,000 acres through over 460 conservation projects across Tennessee. LTTN seeks a skilled and dynamic leader to join our collaborative staff and highly regarded board in this full-time strategic position. The position is based in Nashville and offers an impactful, challenging work opportunity at one of the nation's premier conservation organizations.

### **The Opportunity**

The Stewardship Manager, working hand in hand with the Director of Stewardship, is a key leader of the Stewardship Program of LTTN. The goal of the stewardship program is to uphold the conservation values of those lands protected by LTTN by working in partnership with landowners and the stewardship staff of LTTN. The Manager is responsible for performing and managing essential functions of the Stewardship Program with oversight and direction from the Director of Stewardship. This includes property monitoring, , easement enforcement, property management, addressing requests and interpretations, landowner education, volunteer management, record keeping, and data management. This position manages the Stewardship Coordinator and assists the Director of Stewardship with general management of the Stewardship Team.

### **Primary Responsibilities**

#### Conservation Easement Stewardship

- Manages landowner questions and requests for approval of activities, exercises of reserved rights, or amendments to the conservation easement; evaluates and makes recommendations regarding requests for activities that are allowed within the easement, negotiating with landowners as needed
- Tracks and keeps record of landowner requests for approval of activities or amendments to the conservation easement
- Reviews monitoring observations and assesses the appropriate follow-up. Documents follow-up findings, actions, and results
- Investigates and manages reported violations
- Provides information to owners of conserved properties regarding sound agricultural and forestry practices and stewardship of natural resources through a variety of means
- Assists landowners and their advisors selling protected properties and educates prospective and succeeding landowners about conservation easements; conducts visits with new owners
- Works with partners and general public on questions or projects relating to protected properties

#### Field Work and Site Visits

- Performs both aerial inspections and field visits to observe and document the state of conserved properties, including any changes that have occurred since the previous visit, and to identify violations
- Arranges additional field visits throughout the year to follow up on issues identified through ground or aerial monitoring inspections, research reported violations, and evaluate landowner requests for activities requiring LTTN written permission
- Provides oversight for the annual monitoring program, including the volunteer monitoring program and coordination with Field Coordinator, to ensure that all protected properties are monitored each year

## Record Keeping

- Develops and updates procedures to ensure consistency in documentation and record keeping
- Prepares and maintains complete and accessible monitoring reports, monitoring files, and updates on all conserved properties including all stewardship activities that occur on site
- Assists with the tracking of all approvals and denials of activities, amendments to conservation easements, property transfers, condemnations, updates to contact and other landowner information, etc. using LTTN's server and online database

## Property Management

- Responsible for the maintenance and oversight of lands owned by LTTN
- Develops and keeps up-to-date land management plans
- Facilitates the sale of certain properties owned by LTTN
- Ensures compliance with enrolled management programs along with the payment of property taxes
- Performs site visits for maintenance and security purposes
- Maintains relationships with neighbors and notable community members
- Manages contractors performing work at properties owned by LTTN
- Manages and negotiates lease agreements associated with lands owned by LTTN

## **Desired Skills and Qualifications:**

- Bachelor's Degree in Natural Resource Management, Ecology, Biology, Environmental Science or similar field plus at least four years of experience as a member of a professional team; two to four years of experience working for a land trust preferred.
- Facility with maps and mapping, and ability to read and understand deeds, conservation easements, and related legal documents
- Ability to coordinate and work on multiple projects simultaneously and to maintain attention to detail
- Familiarity with Tennessee and local geographies
- Understanding of and commitment to the land conservation goals of LTTN
- 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
- Ability to represent LTTN and interact effectively with a wide range of organizations and individuals; ability to work cooperatively with all LTTN staff and board members
- Ability to work independently and to engage in independent and group problem solving
- Ability to effectively operate computers and assigned software, including Microsoft Office Suite (i.e. Word and Access), mapping software (i.e. ArcGIS), and digital photography-related software
- 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 around the state; valid driver's license and vehicle required

## **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.
- In the first two years of employment, LTTN offers 20 PTO days (10 vacation and 10 sick days) on an accrual basis and 11.5 paid holidays per year.
- Monthly mileage reimbursement, and/or cost of rental car or use of company vehicle offered for work purposes.
- AAA Roadside Assistance provided.

- Medical and Dental insurance: premiums are covered at 85% for employee and 50% for spouse and family plans. LTTN currently offers a PPO health plan as well as an HSA option. A \$50,000 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.
- 403b retirement plan with a match of up to 5% after two years of employment.
- 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 apply by sending your resume and cover letter through our Job Application portal linked here on our website <https://www.landtrusttn.org/about-us/job-opportunities>. No phone calls please.**