



## **The Land Trust for Tennessee**

Position: Director of Stewardship

Supervisor: Vice President

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.

## **Summary of Position**

The Director of Stewardship is responsible for the direction, oversight, and coordination 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 conservation staff of LTTN. This includes easement monitoring, risk management, easement enforcement, addressing landowner requests, easement interpretations, landowner education, data management, and periodic reporting to applicable committees and Board of Directors. This position oversees the Stewardship Department which includes a Stewardship Manager and two Coordinators.

## **Primary Responsibilities**

### Program Management

- Leads and guides decision-making on organizational policies and procedures for stewardship program
- Refines and implements procedures for stewardship activities and workflows
- Collaborates with the Stewardship & Conservation Team to evaluate potential new land protection projects and makes recommendations for stewardship considerations throughout the process
- Ensures that stewardship activities are consistent with the Land Trust Alliance's Standards & Practices and Accreditation requirements
- Reports to applicable committees and Board of Directors; presents amendments and other activities that require approval
- Manages Terrafirma (conservation defense insurance) annual renewal process and files all necessary claims and updates as needed throughout the year
- Works with the Vice President and Board of Directors to ensure the adequacy and sustainability of the stewardship fund

### Conservation Easement Stewardship

- Oversees the resolution of stewardship concerns, easement inconsistencies, and violations
- Manages landowner requests for approval of activities or amendments to the conservation easement; makes recommendations for request approvals and denials
- Provides guidance and oversight on monitoring observations and appropriate follow-up



- Investigates, documents, and manages potential violations; operates as the primary LTTN contact for violation and enforcement actions
- Collaborates with LTTN staff and applicable committees and Board of Directors, to evaluate complex or non-standard requests or concerns

#### Record Keeping

- Works to develop and update policies and procedures to ensure documentation and record keeping consistency
- Oversees the preparation and maintenance of complete and accessible monitoring reports, monitoring files, and current conditions reports on all conserved properties
- Oversees the tracking of all approvals and denials of activities, amendments to conservation easements, property transfers, condemnations, updates to contact and other landowner information, using LTTN's server and database (Salesforce)

#### Annual Monitoring and Site Visits

- Provides oversight for the annual monitoring program to ensure that all protected properties are monitored each year
- Performs visits to conserved properties throughout Tennessee for annual monitoring, to evaluate landowner requests, research potential violations, or meet with landowners

#### **Required Attributes**

- **Leadership:** proven ability to effectively lead, manage, and motivate a team to achieve shared goals.
- **Strategic Thinking:** ability to think and plan ahead and make recommendations for adjustments to staffing, structures, and processes to enable continued success.
- **Creativity:** ability to think outside the box and challenge the status quo.
- **Innovation:** ability to develop new tools and processes for creating consistent terms within documents, increasing the accuracy, efficiency, and documentation of due diligence review and decreasing the time it takes to resolve issues and complete projects.
- **Analysis:** ability to analyze complex issues and develop creative solutions.
- **Accuracy:** ability to manage various projects with accuracy and attention to detail.
- **Communication:** ability to write and communicate clearly and efficiently.
- **Collaboration and Teamwork:** ability to work with highly collaborative team and to pitch in where needed even if not specifically within the job responsibilities.
- **Relationship Management:** ability to successfully develop and manage relationships with landowners, partners, staff, board members, and donors.
- **Passion:** ability to convey the key messages, objectives, and goals of LTTN to internal and external stakeholders.

#### **Desired Qualifications:**

- Bachelor's Degree in Natural Resource Management, Ecology, Biology, Environmental Science or similar field plus at least ten years of experience as a member of a professional team; five years of experience working in land conservation 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
- 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 work both independently and collaboratively, and to engage in independent and group problem solving
- Ability to effectively operate computers and assigned software, including Microsoft Office Suite, mapping programs, and CRMs
- Ability to 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 reliable 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 one-to-one match of up to 2.5% after one year of employment and up to 5% after two years of employment.
- Extremely collaborative, encouraging, and mission-driven team, as well as 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.**