



Position: Community Conservation Manager

Reports to: Executive Director

Position Summary:

The Community Conservation Manager is a proactive and public-facing position to advance the organizations mission by furthering the goals of our Land Conservation Plan. The Community Conservation Manager: identifies opportunity and assesses project viability; initiates land protection projects through targeted outreach; engages and builds relationships with the local community to grow a conservation constituency; expands our volunteer base and coordinates education programs; assists in addressing regional conservation strategies; assists with the writing and administration of grants; assists with the completion of acquisitions projects in the land protection pipeline; and assists as needed with stewardship responsibilities of OCLT protected properties.

Primary Duties and Responsibilities:

Land & Easement Acquisition Projects

- Manage all phases of land acquisition projects (fee simple, conservation easement, and agency assists) including: project evaluation; landowner outreach, cultivation and negotiation; coordination with conservation partners, legal counsel, and staff; coordination of due diligence; assist on grant writing and reporting; and any administration related to land protection projects.
- Represent OCLT in conservation partnerships and public meetings.
- Conduct initial site visits, research and evaluate the conservation values of potential new fee-simple or conservation easement acquisitions.
- Respond to conservation inquiries and explain conservation options to interested landowners including Purchase of Development Rights and Preemptive Purchase Rights.
- Independently produce maps using ArcGIS and manage GIS aspects of land protection projects including maintenance of spatial data. Develop spatial model and database of viable agricultural land or coordinate consultants to prioritize land protection outreach.
- Manage multiple project deliverables and timelines, including preparing reports for tracking the status of projects, partnership responsibilities, and grant requirements.

Community & Volunteer Engagement

- Grow a local conservation constituency by: cultivation of conservation partnerships with municipalities, non-profits, and private landowners; connect people to land and water resources; assist the Executive Director on advocacy; and expand our donor base by promoting our programs to a diverse audience and conveying the value of protecting the local watershed and foodshed as well as the economic benefits of open space.
- Coordinate and lead educational programs on our preserves including interpretive hikes, citizen-science programs, and environmental workshops.
- Raise the profile of and improve our volunteer base for the maintenance and improvement of our fee-owned nature preserves.
- Recruit, train, and supervise interns to make our stewardship and land protection decisions more data-driven.

General Operations

- Assist as needed and in conjunction with other staff on stewardship projects for OCLT preserves, draft management plans for fee-owned acquisitions, draft baseline documentation reports for acquired easements, and conduct conservation easement monitoring to assess compliance.
- Assist as needed with events, communication, public outreach, and other duties as assigned.

Required qualifications:

- Bachelor's or higher degree in environmental studies/sciences, natural resources, forestry, or a relevant degree aligned to the position
- Strong interpersonal skills, ability to cultivate relationships, diplomacy, and oral and written communication skills
- Ability to navigate in the forest with map, GPS and/or compass, and occasionally alone in remote locations
- Functional knowledge of and proven ability to create and edit maps using ESRI ArcGIS
- Functional knowledge of standard office software such as Microsoft Office Suite
- Attention to detail, ability to manage multiple projects, and track project/partnership/grant deliverables
- Basic knowledge of natural history, ecology, and/or biology
- Ability to work as part of a team and also independently with minimal supervision
- Valid driver's license

Additional desired skills:

- Related experience to show a demonstrated ability to successfully initiate and complete land protection projects
- Basic familiarity with the twelve standards of the Land Trust Alliance Standards and Practices
- Experience in the management of protected lands or the development of trail systems
- Demonstrated ability to write and manage grants
- Knowledge of existing funding sources for conservation in New York State and Orange County
- Familiarity with conservation and real estate legal documents (conservation easements, option agreements, deeds, etc.)
- Experience monitoring fee-owned land and assessing compliance on conservation easements
- Knowledge of ecological, habitat, and water resource aspects of the Northeast region

Physical Requirements:

- Moderate travel in and around Orange County
- Ability to traverse on foot off-trail over varied terrain
- Frequently sits, speaks, reads, writes, and uses a computer keyboard
- Occasional evening and weekend work

Benefits Package:

The Orange County Land Trust offers a generous benefits package including the following:

- 15 days paid vacation starting the first year
- 11 holiday days per year
- 12 days of sick leave/personal days per year
- Employees may enroll in the health plan after ninety (90) days of employment, the Land Trust pays a stipend towards premium cost for single coverage of full-time employees; dental coverage is offered and is paid for by employees
- Eligible for enrollment in a retirement plan after one full year of employment
- Training and professional development is encouraged

The Orange County Land Trust, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, gender identity, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of board members, other volunteers, contractors and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, board members, other volunteers, contractors, and vendors.

This position is based out of the OCLT's office in New Windsor, NY.

Application Instructions: Please email cover letter and resume as a single PDF to info@oclt.org with "LAST NAME-Community Conservation Manager" in the subject line.