

NEW MEXICO LAND CONSERVANCY

Conserving Land. Preserving Heritage.

STEWARDSHIP MANAGER *Job Vacancy and Description*

Posted June 4, 2021: Open until filled

The New Mexico Land Conservancy (NMLC) is a non-profit, regional land trust based in Santa Fe, New Mexico, dedicated to preserving New Mexico's land heritage by helping people conserve the places they love. Since 2004, NMLC has protected over 325,000 acres of land throughout New Mexico and southeast Arizona. Working in collaboration with numerous partners, NMLC is positioned to protect as much as one million acres of high conservation-value lands throughout the Southwest over the next 10 years. We focus on conservation of lands that facilitate the protection of significant wildlife habitat, agricultural lands, water and other natural resources, scenic open space, cultural and historic sites, and recreational lands at community, watershed and landscape scales.

NMLC achieves its conservation goals by: 1) using conservation easements, fee acquisition and other voluntary land protection methods that respect both land and private property rights; 2) ensuring excellent stewardship of its easement portfolio through annual monitoring and long-term legal defense; 3) educating landowners, other organizations, public policy makers and the general public about land conservation; and 4) promoting policy and legislation to further voluntary land conservation and enhance related benefits for private landowners.

NMLC is dedicated to the highest quality work and operates as a learning organization with a work culture based on consensus and teamwork. NMLC offers competitive compensation, excellent benefits, a flexible work environment and professional development opportunities. NMLC is currently staffed by an Executive Director, a Southern New Mexico Program Manager, a Northern New Mexico Project Manager, a Conservation Specialist, a Communications Manager, and an Accounting & Office Manager; and is governed by a volunteer Board of Directors.

Scope of the Position

NMLC seeks a qualified and highly motivated individual to build and manage its burgeoning Stewardship Program, including the coordination of its conservation easement monitoring and legal defense activities; providing technical support as needed for conservation projects in accordance with the organization's mission and its established policies, plans and strategies; and strengthening the organization's property at its headquarters in Santa Fe as a community resource. This position offers a unique opportunity to see the full flavor of New Mexico and its unique and diverse ecological, cultural and historic character. The Stewardship Manager reports to the Executive Director; works closely with other staff, interns and volunteers; but supervises no staff at this time.

The primary responsibilities of the Stewardship Coordinator include the following:

Land Conservation and Stewardship:

- Conduct and/or coordinate annual conservation easement monitoring and associated reporting for a portfolio of 100+ easements spread out across New Mexico and southeastern Arizona, working with interns as necessary.
- Recruit, train and coordinate interns and volunteers to strengthen the stewardship of NMLC's conservation portfolio.
- Support ongoing process of developing conservation easement monitoring and stewardship criteria, procedures and systems, including aerial and ortho-imagery and other technologies.
- Assist in the maintenance and strengthening of a conservation easement/project database.
- Support development and completion of land conservation projects, including easement/project design, baseline documentation, mineral and environmental assessment, title review and other project-related due diligence, funding and state tax credit applications, etc.
- Assist landowners and project managers with management plan development and execution, as well as restoration activities/contracts and grants.
- Assist the organization with the visioning and growth of a vibrant, multidimensional Stewardship Program.

Communications/Outreach:

- Actively expand relationships with external constituents including landowners, other conservation organizations, community groups and government entities. Partner with other public and private entities, as appropriate, for mutual benefit to accomplish NMLC's mission and leverage resources.
- Assist landowners with resource needs on conservation easement properties, including offering technical assistance, grant opportunities, etc.
- Alongside the Communications and Marketing Manager and other staff, envision and implement strategies for the expansion of the Petchesky Conservation Center as a model of land conservation, restoration and community collaboration.
- Support development, enhancement and periodic updating of communications materials and website using digital photography, maps, spatial information and mapping software.
- Support meetings, workshops and special events.

Organizational Development & Fundraising:

- Support the organization's efforts to maintain its professional accreditation through the national Land Trust Accreditation Commission (LTAC), particularly those aspects related to conservation and stewardship.
- Support relevant fundraising activities, particularly the development of fundraising proposals related to conservation projects, stewardship activities, landowner engagement resources, conservation planning efforts, and community education initiatives at the Petchesky Conservation Center.
- Participate in training opportunities and attend relevant workshops/conference as time and funding permits.

General Administration

- Maintain vehicles and equipment used in conducting conservation and stewardship activities.
- Coordinate visitation at the Petchesky Conservation Center as needed.

Requirements of the Position:

- Bachelor's degree (graduate degree preferred) in related field (natural resource management, land use planning, geography, biological/environmental sciences, etc.) and at least two years of relevant experience in land conservation and/or conservation land/easement stewardship (conservation assessment, baseline documentation, land/natural resource management and/or restoration planning, conservation easement monitoring and legal defense).
- Excellent computer skills including experience with Microsoft Office and the Adobe Suite of products. Demonstrated experience and proficiency with GPS and GIS mapping software required (ArcPro preferred).
- Familiarity with New Mexican and/or western landscapes and communities is preferred, with an ability to work with urban as well as rural agricultural landowners.
- Must possess excellent written and oral communication skills.
- Must be willing to work some overtime, evenings and weekends.
- Must be willing to travel frequently, with occasional overnight trips to complete site visits.
- Must be willing and physically able to work in the field, and able to navigate and problem solve in remote locations.
- Strong experience with rugged four-wheel driving and unpredictable weather conditions.
- Must be a self-starter and well-organized.
- Must be able to work under deadlines.
- Must be committed to the organization's conservation mission and be able to maintain strong, positive, collegial working relationships with staff, Board, and outside consultants and professional service providers.
- Must be willing to contribute to maintaining an ethical, smooth and efficient working environment with staff, Board and others. A sense of humor is appreciated even if it is not that good.

Benefits of the Position:

- This is a full-time position with potential for advancement.
- Starting annual salary range: \$50,000 - \$55,000. Starting salary commensurate with experience. Annual salary increases are based on performance and as annual budgets permit.
- Two weeks paid vacation to start and participation in a group health insurance plan.
- Training and career development opportunities available as annual budgets permit.
- Eligibility for enrollment in NMLC's retirement plan after one year of employment.
- Being part of a dynamic and growing conservation organization.
- Living in Santa Fe, New Mexico – a culturally diverse city of 100,000 residents with excellent outdoor, recreational, arts, entertainment, cultural, educational, culinary and sustainable living opportunities.

NMLC is an equal opportunity employer and provides a smoke-free, drug-free work place.

Please email letter of interest, current resume, three map samples and three references combined into a single PDF document by July 2, 2021 to: admin@nmlandconservancy.org with Stewardship Manager Recruitment in the subject line.

Please note - no phone calls will be taken regarding this job announcement. Candidates will be notified regarding the status of their applications. For further information about the organization, please visit NMLC's website: www.nmlandconservancy.org.