

**Position Title:** Stewardship Specialist

Last Updated: 9/8/21

**Summary of the position:**

The Stewardship Specialist assists the Conservation Team in all aspects of land protection and stewardship for the organization. The focus for this position is monitoring and stewardship of Landmark Conservancy's conservation easement portfolio. This position reports to the Stewardship Manager.

**Primary responsibilities:**

*Conservation Easement Stewardship*

- Ensure all conservation easements are annually monitored including all applicable conservation easement stewardship administration.
- Work with Stewardship Manager to respond to conservation easement-related questions, notices, approval requests, and potential enforcement challenges.
- Maintain and update all conservation easement records including baseline documents, landowner contact information, exercised rights, and all applicable recordkeeping.
- Recruit, train and maintain the corps of conservation easement monitors to assist in annual monitoring including staff, interns and volunteers.

*Fee Land Stewardship*

- Assist in stewardship activities to adequately manage fee-owned land for protection and restoration of its conservation values and for recreational opportunities.

*Land Protection*

- Assist in creating Baseline Documentation for new conservation easement projects.
- Assist in reviewing conservation easement drafts.

*Outreach and Communication*

- Assist with overall efforts to promote and sustain the land trust, including public speaking at meetings, conferences, and outreach events.

**Minimum Qualifications**

- Bachelor's degree in natural resources, biology, conservation, or related field.
- Two years experience in a related land conservation field.
- General understanding of land use principles and land conservation issues.
- Experience with land management techniques and practices.

**Preferred Qualifications**

- Familiarity with the land trust model and *Land Trust Standards and Practices*.
- Familiarity with the region's flora, fauna, ecosystems, geography, conservation partners, and government institutions.
- Basic understanding of real estate transactions and related issues.
- Ability to effectively communicate in person and in writing.