



POSITION DESCRIPTION

Position Title: Stewardship Coordinator
Reports To: Conservation Director
Salary and Benefits: DOE
Status: 1.0 FTE

BITTER ROOT



LAND TRUST

Scope of Work

Conservation Easement and Fee Land Monitoring:

The Stewardship Coordinator is responsible for implementing BRLT's stewardship programs, including annual conservation easement monitoring, strengthening landowner relations, and maintaining the professionalism and repeatability of BRLT's monitoring and enforcement procedures.

Land Management Resources:

The Stewardship Coordinator is also responsible for implementing BRLT's cooperative land management programs which provide financial and technical resources to BRLT conservation easement donors and other landowners within our service area.

GIS:

The Stewardship Coordinator will lead GIS efforts for BRLT's conservation easement monitoring and enforcement needs and will provide additional GIS support BRLT's conservation, development, and communications programs.

Other Duties

All BRLT employees are expected to assist, as needed, in strategic planning, events, and acting as ambassadors for BRLT's conservation, stewardship, and community enhancement efforts.

The Bitterroot Valley:

Situated between the gentle Sapphires and rugged Bitterroot Mountains and bisected by the Bitterroot River, the Bitterroot Valley is home to a tremendous diversity of fish and wildlife, from bighorn sheep and elk to cutthroat trout and bald eagles. Rich soils in the valley support the

historic farms and ranches that shape the culture and character of our region. Located in Hamilton, MT, we are situated at the gateway to the Selway/Bitterroot Wilderness and a broad array of outdoor pursuits.

Founded in 1996 by a group of local residents, the Bitter Root Land Trust is the only land trust focused exclusively on the needs and challenges of land conservation in the Bitterroot Valley. Since its inception, the Bitter Root Land Trust has grown its staff and capacity as an organization exponentially, earning a reputation for excellence in conservation in the intermountain west. The Stewardship Coordinator will join and support an existing staff of 5.5 FTE and 11-member Board of Directors.

Areas of Responsibility:

I. Stewardship:

1. Monitor BRLT's growing conservation easement portfolio:
 - Coordinate BRLT's annual monitoring program, including sending landowner notification letters, scheduling BRLT monitoring visits, and keeping the BRLT Lands Committee and Board updated on BRLT's annual monitoring schedule.
 - Interpret legal and technical documents (conservation easements, baseline studies, and partner agreements) to assess compliance with easement terms.
 - Annually monitor approximately all of BRLT's 35 completed conservation easements.
 - Create and manage long-term records of stewardship visits and work with third party interest holders to insure they are provided required monitoring documentation.
 - Review any landowner requests to exercise reserved rights.
 - Work closely with the Conservation Director and Executive Director to resolve any conservation easement violations.
 - Establish and maintain strong relationships with BRLT conservation easement donors.
2. Maintain and increase the effectiveness of BRLT's monitoring program:
 - Create new or update existing monitoring and stewardship protocols as necessary.
 - Update stewardship reporting and documentation procedures as necessary.
 - With direction from the Conservation Director, strengthen existing conservation documents pursuant to BRLT policy and LTA Standards & Practices, including making improvements to existing baseline documentation, and improving, where possible, obsolete conservation easement language.
 - Assist landowners with management challenges/improvements, where appropriate.
3. Administer BRLT's innovative stewardship grant program providing financial and professional resources to landowners that help address stewardship challenges on their land by:
 - Maintain and enhance relationships with stewardship partners including landowners/managers, NGO's, agencies, and funders.
 - Administer BRLT's integrated stewardship assistance program providing management resources to landowners for weed abatement and forest health projects.
 - Write and report on technical grants to support BRLT's land management resource program.
 - Identify potential restoration projects on BRLT conservation easement lands and work with partners to complete such projects.
 - Develop tools to connect BRLT conservation easement donors to BRLT board, staff, and organizational priorities including a stewardship newsletters and landowner gatherings.

II. Conservation and Stewardship Recordkeeping:

- Update and maintain all stewardship records in appropriate project files.
- Assist conservation staff in creating and maintaining project files according to BRLT policy,

including in-office, off-site, and digital records storage.

- Provide timely reports to the BRLT Lands Committee and Board regarding BRLT's stewardship and enforcement activities.

III. GIS:

- Create all maps needed to update BRLT's stewardship files.
- Provide GIS support to BRLT's conservation programs, creating maps for BRLT board review, funding applications, and public outreach.
- Provide GIS support to BRLT's communications and development programs.
- Manage and enhance BRLT's in-house data layers.

Additional Duties:

- When requested, attend BRLT outreach and fundraising functions.
- Assume an active role in BRLT strategic planning.
- Seek opportunities to stay current and familiar with innovative, state-of-the-art stewardship programs and emerging stewardship program advancements.
- At all times, act as an ambassador for BRLT, its mission, and programs.
- Other duties as assigned.

Skills and experience necessary to successfully complete the above tasks include:

Education: Bachelor's Degree and a minimum of two years' experience with land trusts, environmental law, land and resource management, conservation biology, or related experience, or an equivalent combination of education and experience.

Demonstrated experience with technical tools, including GIS, databases, and recordkeeping.

Experience working with landowners on resource management issues and/or legal issues preferred.

Demonstrated technical grant-writing ability.

Basic conditions of employment form the fundamental performance requirements for continued employment. All employees are ambassadors of BRLT and are expected to support and fulfill the organization's mission. All employees, regardless of job title, must demonstrate the following minimum requirements for continued employment. In addition, it is the employee's responsibility to read, understand, and comply with all policies and procedures.

- *1) Donor Relationships:* Identify key individual, business, foundation, and partner groups to support the work of the land trust.
 - *2) Quality:* Comply with established requirements for job performance methods, procedures and standards.
 - *3) Professional Conduct:* Comply with established employment policies and practices. Maintain confidentiality of client, member/contributor and employee information. Accept direction and provide direction in a cooperative and positive manner.
 - *4) Personal Conduct:* Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable and reliable. Demonstrate appropriate dress and personal hygiene.
 - *5) Competency:* Develop and maintain skills, knowledge and abilities required for adequate performance of assigned job duties.
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Application Instructions: Please send cover letter, resume, references, and salary requirements to gavin.ricklefs@bitterrootlandtrust.org or the Bitter Root Land Trust, Attention: Gavin Ricklefs, PO Box 1806, Hamilton, MT 59840, no later than May 21st, 2018. No phone calls please.

The Bitter Root Land Trust is an Equal Opportunity Employer