

Job Title: Preserve Manager
Reports to: Vice President of Conservation

Position Type: Full-time, permanent, exempt
Location: Bedford Hills, New York

About Westchester Land Trust

Westchester Land Trust (WLT), founded in 1988, is the leading land conservation organization prioritizing Westchester County and eastern Putnam County. WLT was one of the first land trusts in the nation to be accredited through the independent Land Trust Accreditation Commission. WLT has protected more than 9,250 acres across about 250 conservation easements and preserves. We have a professional staff of 12 and work together as a team to achieve WLT's mission to protect and to steward our region's priority conservation lands.

Westchester Land Trust is committed to persistent learning, educating, and training about race, bias, and systemic racism. We are proactively adjusting our organizational systems, structures, and policies to increase equity, address opportunities for growth, and expand the spaces in our organizational culture for those who have not been historically included. Westchester Land Trust is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Diverse candidates and candidates with nontraditional backgrounds are encouraged to apply.

Overview

WLT is looking for a passionate and engaging conservation professional to implement the ongoing stewardship of our 34 (and growing) nature preserves across an ecologically diverse region of New York.

The ideal candidate will be excited to:

- Lead our new forest health initiative across our preserve network, which will serve as a model for landscape-level forest restoration in the face of climate change, invasive species, and tree diseases.
- Empower the next generation of conservation professionals through our Conservation Apprenticeship program.
- Engage preserve neighbors, stewardship volunteers, Board Members, and other partners in conservation.

Approximately 50% of this position is field-based and approximately 50% is office-based.

Responsibilities

Preserve Stewardship

- Maintain a safe, welcoming, and enjoyable visitor experience at preserves through timely maintenance of trails, kiosks and signs, and other infrastructure.
- Perform annual preserve monitoring and reporting including inspection of

boundaries, trails, infrastructure, and stewardship projects; identify and document encroachments; and accurately maintain up to date records for preserves. Work to resolve encroachments in consultation with Vice President of Conservation.

- Oversee new surveys of WLT properties, including writing and reviewing responses to Requests for Proposals and overseeing surveyor staking.
- Use Arc GIS to update WLT preserve boundary data, map stewardship projects, including trail work, encroachments, and habitat restoration.
- Lead the writing and implementation of management plans for newly acquired preserves and updates to management plans for existing preserves.
- Grow WLT preserves as model properties for habitat management including prioritization of natural resource management needs, ecosystem restoration; and research and deploy best practices.
- Continuously look for opportunities to improve the effectiveness and efficiency of preserve management.

Team Management

- Supervise the Conservation Technician.
- Manage and grow the 9-week summer Conservation Apprentices program (2-3 young adults).
- Oversee the care and procurement of stewardship equipment and vehicle(s).
- Develop strategic work plans and budgets, in collaboration with WLT's stewardship and land protection teams and the Vice President of Conservation, to sustainably develop WLT's preserves into recreational destinations.
- Collaborate with other WLT staff on developing stewardship grant proposals, project execution, collecting metrics, and writing interim and final reports.
- Assist other WLT staff with projects and additional duties as needed.

Cultivating and Nurturing Relationships

- Manage WLT's stewardship volunteer program.
- Help foster continued community support by cultivating relationships with school, corporate, and community groups.
- Represent WLT in conservation collaborations, including but not limited to Groundwork Hudson Valley, New York New Jersey Trail Conference, Lower Hudson Partnership for Regional Invasive Species Management, and Beech Leaf Disease Coalition.
- Share photos/captions for social media, write columns for the WLT newsletter, and create engaging stories and narratives about WLT's impact.

Education and Experience Requirements

- Minimum B.S in a relevant field of study; M.S. preferred. Other related life experience considered.
- Knowledge of and direct experience (minimum three years) with management of

natural resources, trail building, invasive plant control, and habitat restoration.

- Experience managing full-time employees.
- Experience in safe operation of commercial-grade equipment including lawn and brush mowers, chainsaws, weed whackers, hand and pole saws, and other hand tools.
- Proficiency with software including Microsoft Office and GIS.
- Ability to work both in a team environment and independently with minimal supervision.
- A strong orientation to detail with the ability to create and maintain records critical to the performance of WLT's mission and legal responsibilities.
- Excellent interpersonal skills and facility to engage with diverse communities.
- Willingness to acquire NYS Pesticide Applicator License.

Other Requirements

- A valid driver's license and ability to drive a pickup truck with a trailer.
- Ability to walk several miles per day over rough terrain in all weather conditions; move equipment, trees, or materials that weigh more than 50 pounds; and safely use power equipment like chainsaws and brush hogs.

Salary \$62,000-68,000 plus eligibility for annual merit bonus.

Benefits

Competitive benefit package including health insurance, retirement plan/employer match, generous PTO.

Start Date: February 2023.

To Apply

Applications welcome until position is filled.

- Please send cover letter and resume to info@westchesterlandtrust.org.
- No phone calls please.
- Applications without a cover letter will not be reviewed.

Westchester Land Trust is an equal opportunity employer and acts in accordance with applicable law in all our hiring and employment practices.