



## Tug Hill Tomorrow Land Trust

### Position: Land Protection Manager

**Reporting to:** Associate Director

**Background:** Tug Hill Tomorrow Land Trust (THTLT) is a regional community-based nonprofit organization founded in 1990 by a group of Tug Hill residents, and incorporated as an independent, nonprofit 501(c)3 organization in 1991. Tug Hill Tomorrow Land Trust serves the Tug Hill region and surrounding areas in northern New York State. THTLT was formed for two purposes:

- to help increase awareness and appreciation of the Tug Hill region through educational efforts; and
- to help retain the forest, farm, recreation and wild lands of the region through voluntary, private land protection efforts.

THTLT was awarded National Accreditation by the Land Trust Accreditation Commission in February 2011 and was renewed in 2016 and currently in the renewal process.

**Supervises:** None.

**Essential functions:** The Land Protection Manager is responsible for conservation easement stewardship and administration, assisting in conservation easement and fee land acquisition, national accreditation compliance, maintaining GIS database, and grant compliance. Essential functions include, but are not limited to:

#### **Responsibilities include:**

- Maintains complete landowner, conservation easement, and fee land properties records in the office, archive files and *Landsteward* database.
- Creates and executes plans to conduct annual monitoring (aerial and boots on the ground) of each conservation easement. Creating and maintaining annual monitoring reports.
- Creates Baseline Documentation and Phase 1 reports (only for donated easements) for new acquisitions and updates for older easements.
- Maintains and updates GIS database and creating maps and conducting analysis as needed.
- Works with Associate Director to ensure cross-training of all aspects of land protection program.
- Completes annual monitoring of each fee –owned property, and conducting minor/regular maintenance as needed.
- Works with Associate Director and Community Programs Director in management and coordination of staff, volunteers, and contractors on fee-owned properties.
- Works with Associate Director to coordinate Stewardship Committee meetings including pulling together meeting materials and taking and writing meeting minutes
- Conducts contract work such as Development Authority of North County third party review for mitigation work.

- Assists with grant applications as needed including creating maps and attending town and County Farmland Protection Board Meetings as needed.
- **Other Duties:** Participates in fundraising, outreach and cultivation events, assists in the set-up/break down, and preparation as needed. Participates in organizational trainings and board functions as appropriate. Other tasks as assigned by the Land Protection Manager or Executive Director.

### **Desired knowledge and skills:**

- Experience in land conservation project development and conservation easement stewardship, including growing a farmland/working landscape conservation program desired.
- Clear passion for working landscapes, broadening the organization's constituency, and connecting people to the land.
- Ability to communicate and respect highly sensitive and confidential information with ease and compassion.
- Demonstrated desire to learn new tasks and skills.
- Good organizational skills with attention to detail for both office and field work.
- Ability to travel throughout Tug Hill Region, and occasionally within/outside of New York State. Some weekend and evening work is required.

The successful candidate will possess an advanced degree in natural resources, land planning, landscape design, agriculture or forestry. At least 2 years of direct conservation project design, easement drafting, and implementation is preferred. Strong computer skills required, including Excel, Microsoft Office, PowerPoint and ARCMAP GIS. Excellent presentation, written and verbal skills are critical. Current driver's license and own vehicle are necessary. Ability to walk over sometimes rough terrain, lift up to 50 pounds, and handle a variety of equipment and materials in the field (GPS, GIS, maps) is required.

### **To apply:**

**Applications are due by October 15, 2021, but will be reviewed as received.** Applications (which will not be reviewed without a cover letter describing your interest and qualifications, your resume (in Word format), two writing samples, and three references) should be sent to [lgarrett@tughilltomorrow.org](mailto:lgarrett@tughilltomorrow.org), or Tug Hill Tomorrow Land Trust, P.O. Box 6063, Watertown, NY 13601.

In order to expedite the internal sorting and reviewing process, please write your name (Last, First-Application) as the only contents in the subject line of your e-mail. More information about Tug Hill Tomorrow Land Trust may be found at: <http://www.tughilltomorrowlandtrust.org>. No phone calls, please.

### **Additional information:**

**Salary:** Competitive salary (\$38,000 - \$44,000 DOE), benefits (limited health and simple IRA) up to four weeks paid vacation.

**Administrative support:** Very limited. The individual in this position must be prepared to handle his/her own correspondence, filing, and record keeping.

**Location:** THTLT's office is located in Watertown, New York at the NYS Zoo at Thompson Park.