



POSITION ANNOUNCEMENT LAND CONSERVATION PROGRAM MANAGER

Heartlands Conservancy is a leading conservation nonprofit and land trust in the St. Louis, Missouri, Metropolitan Area, serving southern Illinois. The organization works with landowners, governments, and organizations to conserve our region's land and water resources, restore wildlife habitat, reduce flooding, plan resilient communities, and educate about natural resources. Over the past 32 years, Heartlands Conservancy has conserved nearly 10,000 acres of natural areas, green spaces, and farmland.

To Apply: Please send letter of interest and resume to Mary Vandevord, President & CEO, at careers@heartlandsconservancy.org with **"Conservation Program Manager"** in subject line. No phone calls please.

This position will remain open until an offer has been accepted. Candidates will be contacted for further consideration. The first round of interviews will likely be in November/December 2021.

Position Summary

The Land Conservation Manager will manage and oversee land stewardship, restoration, and acquisition projects. This includes implementing a Conservation Strategic Plan; developing landowner contacts and conservation strategies; assisting with conservation easement and fee title negotiations, acquisitions, and stewardship; and fundraising/grant writing to support conservation projects both for HLC's projects as well as partners. The position also develops and implements plans for land restoration and management and works with communities and individuals to implement conservation best practices.

The position reports to the VP of Program Strategy & Impact. The position also works closely and collaboratively with senior leadership, the Land Conservation Committee, volunteers, and program staff to meet strategic goals for protected lands.

The position requires strong interpersonal skills, excellent communication skills, strong organizational skills, and a comprehensive knowledge of environmental resources.

Responsibilities

Land Protection and Stewardship:

- Organize and conduct stewardship on properties owned by Heartlands Conservancy, as well as on properties in which Heartlands Conservancy holds a conservation easement.

- Lead training of volunteers, track volunteer time, and coordinate the safety of those participating in events.
- Work with park districts, communities, counties, townships, neighborhoods, and other organizations to recruit, train, and assist in invasive species removal and ecosystem restoration.
- Develop and maintain an annual plan of work for stewardship practices on HeartLands Conservancy's owned and managed properties. Such annual plan should include elements of any existing management plans in place for the property.
- Develop and update management plans for properties owned by HeartLands Conservancy.
- Procure and manage stewardship contractors and recruit and manage stewardship volunteers.
- Monitor conservation easements and owned properties annually and building a relationship with the landowners and neighbors.
- Provide information to landowners about conservation options and programs to purchase conservation easements; visit with landowners to discuss objectives.
- Maintain regular direct communication with landowners; identify partners, process and timelines; negotiate easement terms; prepare and review legal documents in consultation with legal counsel; explain policies and procedures. Obtain and manage discrete information from landowners necessary for state and federal grants.

Conservation and Restoration Planning:

- Developing programs to achieve regional land and water conservation goals.
- Working with municipalities and other units of government to preserve open space and develop parks through grant writing, technical assistance, stewardship assistance, and planning/study development.
- Completing park and natural area operations and management plans; greenway planning; urban forestry planning/technical assistance; and other conservation-related planning efforts in partnership with the Resilient Communities Program Manager.
- Developing and implementing stewardship and restoration plans.
- Ensuring the organization's conservation easements and fee-owned or leased land is in compliance with Land Trust Alliance Standards and Practices.

Outreach and Engagement:

- Developing, leading, and/or participating in educational workshops, events, lectures, tours, etc., on conservation topics.
- Representing HeartLands Conservancy in regional and state conservation initiatives.
- Managing and building the Conservation@Home and @Work Program for HLC.

Project Management:

- Managing conservation projects at a variety of scales, including regional, community, and site-level.
- Creating and managing timelines and budgets of projects and working with the VP and DFA to ensure project deliverables are meeting deadlines.
- Coordinating with partners to align goals and priorities, assessing technical feasibility of projects, and allocating available resources.

- Procuring, onboarding, and managing a wide variety of vendors, including ability to develop scope, negotiate contracts, implement project controls, and manage relationships toward measurable outcomes and deliverables.
- Identifying, writing, and managing applications for federal, state, and private grants, as well as, managing grants as they are awarded.
- Managing and reporting progress to staff, board of directors, funders, and the public.
- Researching best practices and developing innovative solutions to maintain an excellent level of project delivery.
- Filing relevant paperwork and field notes in both hard copy and digital format for each project.

Communications:

- Effectively communicating and presenting critical conservation project matters to the VP & CEO.
- Managing both big picture, long-term and detailed daily communication with a wide variety of parties, such as elected officials, staff, consultants, contractors, funders, and neighbors through the lifecycle of a project.

Other duties:

- Maintaining tools and field equipment.
- Requires attendance and participation at events on some evenings/weekends.
- Understanding the organization's overall goals and mission.
- Maintaining Pesticide Applicator Licensing required by the State.
- Other duties as assigned.

Qualifications and Experience

- Degree in environmental studies, land use planning, natural resource management, ecology/biology, forestry, related field, or substantial experience in related field.
- Substantial experience in land conservation project management: minimum 3-5 years.
- Preference given to candidates with the following:
 - Experience with conservation easements and land acquisitions for conservation purposes is ideal but not required.
 - Certified arborist or similar credential/training desired.
 - Working knowledge of regional conservation issues and strategies.
 - Ability to effectively coordinate and manage a complex multi-organizational project and work effectively with individuals, groups, funders, and units of government.
 - Excellent writing, presentation, and public relations skills.
 - Understanding and working knowledge of geographic information systems (GIS). Proficient in the use of Microsoft Office, particularly Excel, PowerPoint, and Word. Knowledge of Adobe Creative Cloud, a plus.
 - Ability to work independently, establish work priorities, and manage time effectively; and ability to work as a supportive member of a small team in a collaborative environment
 - Personal qualities of integrity, credibility, dependability, and dedication to the mission of HeartLands Conservancy.

- Ability to work effectively with people of diverse backgrounds and interests, to comfortably coordinate and communicate with landowners, staff of public agencies and private foundations, legislators, and municipal leaders.
- Experience identifying and evaluating natural resources in the field and interpreting natural resource inventories, maps, and land management plans.

Starting Annual Salary: \$45,000 - 55,000 DOQ (full-time)

Benefits: HeartLands Conservancy offers ten paid holidays, paid time off, and participation in a SIMPLE IRA, with a 3% salary match, after one year of employment. Employees are reimbursed for health and dental insurance premiums up to \$450 per month.

Work Environment: This job operates half of the time in a professional office environment and the other half outdoors. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and postage meter, as well as landscape equipment and tools, such as saws, chainsaws, mowers, loppers, hammers, shovels, and other specialty equipment.

Physical Demands: Work will be performed both indoors and outdoors under various weather conditions, including heat, cold, rain, snow, or ice. Duties will be performed in close proximity to the general public and the employee may have frequent interactions with patrons. While performing the duties of this position, the employee may be exposed to hazardous flora and fauna (e.g. poison ivy, wild parsnip, biting/stinging insects, ticks) and chemicals (e.g. cleaning supplies, herbicides/pesticides, and gasoline/oil). The employee may also be exposed to machinery with moving mechanical parts and high noise levels.

Normal duties may include stooping, twisting, climbing, balancing, kneeling, crouching, and crawling. Prolonged standing or walking, often on unpaved/uneven terrain, will be frequent. The employee may regularly handle, grasp, or feel objects; reach, push, or pull to reposition items; and may regularly lift and/or move up to 50 pounds or may occasionally lift and/or move up to 100 pounds using assistive devices or with assistance from other employees. Ability to talk and hear or otherwise effectively communicate with staff and patrons is required. Visual acuity necessary for this position includes close vision, distance vision, peripheral vision, and depth perception.

Use of personal protective equipment will be required based on job specific tasks. Must have a valid driver's license and reliable transportation.

HeartLands Conservancy is an Equal Opportunity Employer. HeartLands prohibits discrimination based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, veteran status, marital status, parental status, gender identity, gender expression, sexual orientation (real or perceived), or any other characteristic protected by applicable United State federal or Illinois state law. We celebrate diversity and are actively working on a [justice, equity, diversity, and inclusion journey](#).