

Ridge and Valley Conservancy (RVC) is a private, non-profit land trust based in Newton, New Jersey. Since 1992, RVC has partnered with various organizations to preserve over 5,000 acres in Warren and Sussex counties. RVC is dedicated to practicing responsible ecological management of its preserves to protect the delicate habitats and native species they contain. Many of RVC's preserves feature public hiking trails. RVC is proud to be accredited by the National Land Trust Accreditation Commission. Learn more about RVC at www.ridgeandvalleyconservancy.org.

Position Title: Land Projects and Stewardship Manager

Type: up to 32 hours per week

Salary: \$40,000 - \$45,000 based on experience

Reports to: Land Protection and Stewardship Committee

Direct Reports: Executive Director

Position Summary:

The Land Projects and Stewardship Manager (LPS) oversees and implements all land preservation projects for RVC, adhering to RVC policies and procedures and utilizing national Land Trust Standards and Practices. The LPS plans and manages all stewardship activities for RVC's preserves, including trail maintenance, invasive plant removal, and restoration projects. The LPS also organizes and leads volunteer events focused on stewardship activities.

Key Responsibilities:

- Collaborate with RVC's Land Protection Committee and acquisition partners to identify potential preservation targets and engage with new landowners;
- Conduct site visits and prepare comprehensive written evaluations for the Land Protection Committee and Board of Trustees;
- Manage the acquisition process for new fee simple and conservation easements, overseeing negotiation, grant applications, due diligence requirements, and coordination with external contractors and RVC's legal team;
- Field inquiries from landowners and provide appropriate referrals to relevant agencies and resources. Maintain a comprehensive landowner database;
- Lead quarterly Land Protection Committee and Stewardship Committee meetings and prepare relevant documentation and reports for the Board of Trustees;
- Stay updated on Land Trust accreditation requirements;
- Apply for and manage land-related grants, ensuring fulfillment of project deliverables and preparing reports for grantors;
- Maintain and manage RVC's preserves to meet accreditation standards, including preparation and development of baseline and annual monitoring reports, and preparing and updating land management plans for new acquisitions and existing preserves;
- Prepare tax-exempt applications and renewals for RVC preserves;
- Prepare the annual stewardship budget and oversee the implementation of the stewardship work plan;
- Address field issues appropriately and report ongoing concerns to TerraFirma legal insurance;
- Act as the main point of contact for stewardship contractors, conservation partners, and easement landowners;
- Coordinate volunteer efforts and organize regular volunteer days;

- Prepare grant applications for stewardship-related projects;
- Oversee RVC's deer-hunting program, organizing a yearly hunters orientation event;
- Perform trail maintenance, invasive species removal, planting, and other restoration projects as needed, including those related to grant funding;
- Participate in RVC educational events;
- Assist with land project and stewardship-related administrative tasks, such as filing, digital archiving, and communications.

Core Competencies - Candidates must demonstrate the following skills and qualities:

- Passion for RVC's mission and vision;
- Familiarity with Land Trust Accreditation requirements or eagerness to learn them;
- Strong project management skills and attention to detail and excellent organizational abilities;
- Ability to work independently and effectively self-manage, including remote work capabilities; knowledge or willingness to learn new technologies (ArcGIS, GPS apps);
- Good knowledge of plant ID, ecological restoration, ecological systems and functions;
- Strong multitasking skills, able to handle multiple projects simultaneously involving diverse stakeholders;
- Clear and effective communication skills, both oral and written;
- Ability to work cooperatively with diverse staff, landowners, conservation partners, and volunteers;
- Strong computer skills: ability to efficiently use Apple, Microsoft tools and Google Suite;
- Physical fitness to hike several miles in rough terrain and work outdoors for extended periods;
- Ability to carry and utilize stewardship tools in the field (chainsaw experience is a plus).

Qualifications:

- Education: Bachelor's degree in a related field;
- Previous experience with land projects at a land trust or other conservation organization. Relevant experience in real estate, government entities, or companies involved in land acquisition, land use, or management will also be considered, coupled with education in environmental science, ecology, botany, or forest management;
- Candidate must possess a valid driver's license and have access to a vehicle for travel and equipment transportation. Candidates should also have a smartphone and laptop with high-speed internet access, allowing for remote work.

Please email a current resume and a detailed cover letter (pdf format) to Susi Tilley, Executive Director, at susi@ridgeandvalleyconservancy.org. Phone calls will not be accepted.

Applications accepted until February 23, 2024