D&R GREENWAY LAND TRUST **drgreenway.org**	**NOW HIRING – JOB OPEN UNTIL FILLED** **Betty Wold Johnson Hillside Farm Preserve Manager**
Reports to	CEO
Works with	Senior Director of Land Preservation and Planning; Land Stewardship Team; Faciities Manager; Volunteers
FLSA	Non-exempt
Position Summary	Performs land management and oversees building maintenance to protect designated properties. Works to cultivate positive relationships, build support, and elevate general understanding of D&R Greenway's mission and the role of the preserves while promoting appropriate public use.
Essential Responsibilities	**Stewardship** • Oversee building renovations, repairs and maintenance of preserve structures • Maintenance of woodlands, grasslands and other natural/estate areas, restoration of degraded natural areas • Maintenance and operation of all equipment owned by D&R Greenway including tractors, gators, commercial mowers, chainsaws, pole saws, and other preserve maintenance equipment • Patrolling on a routine basis to monitor unauthorized use of preserve (including vandalism to land and structures) and to maintain boundary signs • Maintains safe work practices, according to D&R Greenway's stringent safety program, attending all designated educational or safety workshops. Uses all appropriate PPE • Attend all designated educational seminars, training sessions and workshops • Select and purchase materials, supplies, and equipment within budgetary guidelines • Ensure Prompt removal of snow and ice on parking lot and walkways • Performs comparable management work on other preserves owned and managed by D&R Greenway including St. Michaels Farm Preserve as requested • Transfer of heavy equipment via truck and trailer • Utilize a working knowledge of horticulture, botany, silviculture, or related fields, with emphasis on plants native to the mid-Atlantic region (including nursery stock) as well as invasive species eradication, in order to restore, rehabilitate and enhance the landscape • Participate in and support planting projects on the preserve • Be responsible for opening and closing of gates to support preserve open hours. • Be familiar with and adhere to conservation restrictions on the preserve • Consult with local experts (Inside and outside of D&R Greenway) to increase institutional knowledge of the preserve's culturally and historically important elements **Public Use and Community Outreach** • Serve as a community liaison to cultivate positive relationships, build support, elevate general understanding of D&R Greenway's mission and role of the preserves and promote appropriate public use • Demonstrates a passion for D&R Greenway's conservation mission • Engage preserve users in a positive manner to educate them on D&R Greenway's conservation goals and appropriate preserve activities • Determine whether preserve activities will impact neighbors and/or preserve users, educate affected parties on the rationale for the activity and take steps to mitigate

	if necessary. • Contact local schools and environmental education organizations to encourage their use of the preserve • Install and maintain public use amenities to encourage appropriate use of the preserve • Help facilitate organization-wide efforts to expand membership and volunteer programs • Manage use of the site by visitors, including individuals, events and organized groups • Oversee installation and maintenance of all visitor amenities, in accordance with recommendations of the site master plan • Develop positive relationships and communicate as appropriate with neighbors

Administration	• Complete and submit timesheets, mileage logs and preserve reports on a timely basis • Recruit, train and supervise part-time personnel when authorized • Develop an annual budget and maintain appropriate accounting and other financial records • Manage contractors, volunteers and additional D&R Greenway staff members as needed • In partnership with D&R Greenway staff, develop, train and manage volunteers to assist with land management, visitor outreach and educational activities
Qualifications	• Bachelor's degree in Natural Resource Management, or related field experience including Farm Management. • Professional demeanor, positive customer service attitude, comfortable working with the general public • Experienced in the safe use and maintenance of hand and power tools • Pesticide applicator license or willingness to obtain one. • Highly motivated and responsible, able to work independently, with little supervision • Must carry out tasks in a professional manner and have an aptitude for injecting positive energy and good humor into work and social situations • Working knowledge of Microsoft Word, Excel and electronic communications
Physical Requirements/ Working Conditions	The manager will be required to perform a wide array of physically demanding tasks, necessary for the maintenance of the preserves and to work weekends, evenings, and occasional holidays as requested to fulfill their responsibilities. Regular and consistent attendance is required. Must have and maintain a valid driver's license in good standing.
EEOC Statement	D&R Greenway Land Trust is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, age, national origin, sexual orientation, disability, or veteran status. We aim to build a workplace where employees feel empowered to bring their full, authentic selves to work.

To Apply:

Interested applicants should send résumé and cover letter to Deb Kilmer, dkilmer@drgreenway.org with "BWJ Preserve Manager" in the email subject line by. Applicants will be reviewed on a rolling basis until the job is filled.