



JOB ANNOUNCEMENT: LAND AND RECREATION MANAGER (FULL-TIME) FEBRUARY 2023

The Monadnock Conservancy, a nonprofit conservation land trust serving the Monadnock region of southwestern New Hampshire, seeks qualified candidates for the full-time position of Land and Recreation Manager, joining a staff of nine based in our Keene, NH office. The Land and Recreation Manager works alongside and under the leadership of the Stewardship Director, performing a variety of land management, recreational development, public relations, and programmatic duties.

Founded in 1989, the mission of the Monadnock Conservancy is to work with communities and landowners to conserve the natural resources, wild and working lands, rural character, and scenic beauty of the Monadnock region. We care for our conservation lands, and we engage people in ways that strengthen their communities and their connections to the land. Every year, we help conserve hundreds of acres of the forests, farms, wildlife habitat, trails, and waterways that define our region's unique rural character. As the first land trust in New Hampshire to be accredited by the Land Trust Accreditation Commission, we have protected more than 23,000 acres in 29 towns since 1989, and we deliver a variety of recreational, educational, and community outreach programs throughout the year.

Core responsibilities

The Land and Recreation Manager is responsible for a wide variety of tasks related to the administration, stewardship, and management of the Conservancy's 2,225 primarily forested acres of fee-owned properties (as distinct from conservation easement holdings). Reporting to the Stewardship Director, they are responsible for carrying out fee-land stewardship activities and administrative functions that advance the Conservancy's mission and are in compliance with Land Trust Standards and Practices and the requirements of the Land Trust Accreditation Commission. The Land and Recreation Manager also facilitates and amplifies the Conservancy's work of connecting people to the land. The ideal candidate is someone with proven natural resource management skills, a love of manual work in the outdoors, the ability to thrive in both field and office environments, and a true passion for connecting people to land in meaningful ways.

Specific responsibilities

- Create, execute, and revise land management plans for primarily forested landscapes, with particular emphasis on management that helps Conservancy properties to mitigate climate change and remain resilient to it.
- Prepare and manage annual land management budgets.
- Assist in securing and administering funding for land management activities, as appropriate.
- Select, monitor, and manage professional service providers, including foresters, loggers, equipment operators, ecologists, surveyors, etc.
- Investigate and resolve misuse of Conservancy-owned properties, which may include legal action.
- Locate and maintain Conservancy-owned property boundaries.

- Plan, direct, and oversee habitat or species management initiatives, such as control of non-native invasive species, grassland or shrubland management, and other wildlife management programs.
- With consulting foresters, plan, execute, and oversee periodic timber management activities on Conservancy-owned properties.
- Work cooperatively with communities, government agencies, and other stakeholders to achieve shared goals.
- Monitor and manage public recreational and educational use of Monadnock Conservancy-owned land; interact with visitors and neighbors.
- Develop, deploy, and evaluate inclusive and welcoming approaches to recreational programming and management that reach diverse communities.
- Develop new and maintain existing public access infrastructure, including trailhead parking areas, kiosks, trails, footbridges, and signage.
- Plan and lead public programs, such as educational walks, property tours, and other informational gatherings.
- Represent the Conservancy in local trail coalitions, collaborative initiatives, and other relevant groups.
- In partnership with the Operations and Development Manager, plan, coordinate, and supervise individual and group volunteer work in support of trail construction and maintenance and property monitoring.
- Use Geographic Information Systems (GIS) to make property maps and for related land management and record-keeping purposes.
- Maintain the Conservancy's GIS hardware, software, and data. Support other staff GIS users with troubleshooting and skills development.
- Perform regular administrative and record-keeping tasks, such as maintaining municipal property tax status for Conservancy-owned land, completing and processing property monitoring reports, commissioning and maintaining ecological inventories and associated reports, data entry and maintenance in the Conservancy's stewardship database, and scanning and archiving documents.
- With the land protection staff and Lands Committee, contribute to the consideration and evaluation of potential new property acquisitions.
- Lead or participate in the development and revision of applicable policies and procedures to ensure consistency with Land Trust Alliance Standards and Practices and requirements of the Land Trust Accreditation Commission.
- The preceding list is intended to describe the general nature and level of work expected for this position. It is not intended to be an exhaustive list of all responsibilities and duties. All staff members may be required to perform duties outside their normal responsibilities from time to time, as needed.

Minimum qualifications

- A successful candidate may bring a combination of academic, professional, and lived experiences that enable them to excel in this role.
- Reliable transportation and clean driving record. Work may involve driving on rough roads in remote areas.

- Proven aptitude for recreational trail design, construction, and maintenance.
- Proven skills in public access management (hunting, hiking, equestrian activities, wheeled and non-wheeled vehicles, etc.).
- Appreciation for the need and opportunity for greater inclusion and equity in the field of conservation and increased diversity among those participating in and benefiting from the work.
- Experience in the safe and effective operation of equipment such as a chainsaw, brush saw, string trimmer, and other hand and power tools.
- Applied knowledge of plant and animal species and natural communities of inland New England, including non-native invasive species.
- Knowledge of and experience with habitat or species management, preferably in New England.
- Certification in wilderness first aid and CPR or willingness to obtain it.
- Demonstrated contemporary proficiency with computers, including Microsoft Office and Geographic Information Systems (GIS).
- Excellent oral and written communication skills, including comfort with public speaking.
- Top-notch interpersonal skills and the ability to work closely, productively, and respectfully with a wide range of stakeholders.
- Being a team player who prides themselves on working with others to reach a shared goal; leads with empathy, listens whole-heartedly, and appreciates a day filled with hard work and lots of laughter.
- Personal affinity for land conservation and appreciation for its importance to human quality of life.

Working conditions

Work will be based out of the dog-friendly Monadnock Conservancy office in Keene and in multiple field locations across the Monadnock region. Dependability and regular attendance, whether in-office or in the field, are mandatory. This position requires a flexible work schedule, which may include hosting weekend workdays and occasional attendance at evening and weekend events and meetings (average 6-10 days per year). Frequent travel within the region and a personal vehicle are required.

This position is performed in a normal office environment and outdoors at Monadnock Conservancy properties or special events. Office work is not subject to extremes of noise, temperature, odor, etc. Indoor work includes operating a computer, printer, and other office equipment, which may require extended sitting and repetitive motion with the use of a keyboard and mouse. Outdoor working conditions include year-round exposure to sometimes inclement weather; walking/hiking long distances across rugged and varied terrain, often alone; lifting heavy loads; and using various hand and power tools, including chainsaws.

Compensation

This position is full-time and salaried. Starting salary range is \$55,000-\$65,000/year, commensurate with experience. Benefits include paid medical and vacation leave, paid holidays, paid sabbatical eligibility, group health insurance (including dependents), flexible

spending account, 403(b) retirement plan eligibility with employer match, and employer-paid term life and disability insurance.

Equal Employment Opportunity

The Monadnock Conservancy is an Equal Opportunity Employer. All decisions to recruit, hire, promote, and release from employment are made without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental disability, veteran status, or other status protected by law.

The Monadnock Conservancy recognizes and honors diverse cultures and traditions. It proactively seeks employees for all aspects of its work from varied backgrounds for the greater enrichment of the organization. It is the goal of the Conservancy to have employees, supporters, volunteers, and a board of trustees that reflect the diversity of race, ethnicity, and other demographics in our service area, and for Conservancy programs to encourage involvement of groups that are historically underrepresented in land conservation.

To apply

The position is open until filled, with a target start date of mid-March 2023 or sooner. Send a resume and cover letter **by March 3, 2023** to lrnsearch@MonadnockConservancy.org. Questions will be accepted at this address. Prior to being granted an interview, qualified applicants may be asked to submit professional references.