



## THOUSAND ISLANDS LAND TRUST

### JOB DESCRIPTION – CONSERVATION LANDS MANAGER

---

**Background:** The Thousand Islands Land Trust (TILT) is a regional, community-based nonprofit organization founded in 1984 and incorporated as an independent, 501(c)3 organization in 1985.

***TILT's mission is to conserve the natural beauty, diverse wildlife habitats, water quality and outdoor recreation opportunities of the Thousand Islands and St. Lawrence River Valley region, for present and future generations.***

TILT works with private landowners, community and government leaders, and various conservation partners to conserve flora and fauna, water and air quality, and our region's most important environmental resources. The goal of TILT's work is a greater quality of life, an improved foundation for the economy, and an enhanced environment.

Since its incorporation, TILT has helped lead land conservation efforts in the Thousand Islands and St. Lawrence River Valley region. Today, TILT conserves over 15,000 acres of sensitive habitat, which support the overall health of the St. Lawrence River ecosystem and the vitality of our local economies. TILT was awarded National Accreditation by the Land Trust Accreditation Commission in 2009.

**Job Description:** The Conservation Lands Manager (CLM) is responsible for land stewardship and management operations, with special focus on stewarding conservation easements held by TILT and the management of its fee-owned lands. The Conservation Lands Manager will work closely with TILT's Stewardship Director to carry out the fee-owned land and conservation easement management activities, adhering to high professional standards, current best management practices, and in particular the *Standards and Practices* of the Land Trust Alliance.

As a year-round, full-time position, the Conservation Lands Manager will work between 40-45 hours/week to monitor, manage and steward TILT's lands and easement portfolio.

Tentative start: Mid-March

The responsibilities of the CLM include, but are not limited to the following:

#### **I. Land Management & Stewardship**

1. Maintain a complete inventory of TILT's conservation easements and the files and archives to support their stewardship, including annual monitoring, and regular communication with landowners to ensure their understanding of the easement terms and conditions
2. Collaborate with the Assistant Director, Stewardship Director and outside agencies to design and implement effective baseline reports/land management plans
3. Establish a good working relationship with new owners of conservation easement land, and help new owners understand easement terms and conditions

4. Identify, plan, and coordinate ecological restoration projects, forest/wildlife management projects, and recreational area development projects with private contractors, conservation partners, and volunteers
5. Supervise seasonal staff hired to assist in fee-owned land and conservation easement management, and volunteers who may assist in management activities
6. Maintain TILT's strategic conservation mapping system and participate in ongoing geographic information systems (GIS) training to stay current
7. Assist Stewardship Director to provide periodic progress reports on each land management project for the Executive Director and Board of Trustees

## **II. Administration and Board Support**

1. Maintain current knowledge regarding the legal, financial, and conservation implications of conservation easements and land protection methods
2. Communicate regularly and effectively with staff, volunteers, contractors and the owners of easement lands to ensure good working relations
3. Develop and maintain contact with land-related professionals in the community (e.g., realtors, real estate attorneys, accountants, etc.)
4. Work with the Executive Director and staff to identify and develop grant proposals for land conservation activities (to include acquisition, restoration and management activities)
5. Consults with Executive Director and/or Easement & Property Stewardship Committee Chair regularly on stewardship activities and in the event of unusual circumstances or problems arising outside of delegated responsibilities
6. Represent TILT at conferences, meetings, events, and academic and government institutions to give presentations for scientific, outreach, and development purposes.

## **III. Outreach and Education**

1. Assist staff with the TILTreks & Talks program and guide field trips to preserves and project sites
2. Manage and oversee TILT's volunteer stewardship program and carry out annual training
3. Assist in outreach to owners of lands important to TILT's conservation plan, and maintain good communications with owners of lands under conservation easement
4. Manage and oversee TILT's hunting permit system and work with hunters to collect harvest data
5. Assist staff and board in fundraising activities, TILT Events, and in membership development

## **Qualifications:**

1. Commitment to TILT's mission, principles, values and longevity.
2. Knowledge of ecology, forestry, natural resources management, environmental science, or related field and at least three years related work experience or equivalent combination of education and experience
3. Knowledge of ecosystem functions and potential threats to those systems and proficiency in identifying woody and herbaceous plants and aquatic and terrestrial animals of New York
4. Enthusiastic, inspiring personality who enjoys working with people; willingness to collaborate as a team with a wide variety of audiences, including staff, volunteers and interns
5. Experience managing/supervising employees and/or volunteers
6. Effective public speaking skills; ability to communicate in an outdoor setting
7. Proficient writing and editing skills; ability to clearly convey information to the general public
8. Strong organizational skills, ability to multitask, adapt to change and interruptions, work independently and self-manage, and to prioritize effectively for maximum efficiency.

9. Excellent computer skills; must be familiar with Microsoft Office Suite, including Word and Excel.
10. Proficiency in using geographic information systems (GIS)
11. Ability to use a global positioning system (GPS) unit and/or spatial analysis apps in the field
12. Ability to work occasional evenings and weekends, per TILTreks & Events schedule
13. Must be able to meet travel requirements of the position and have reliable transportation as well as have and maintain a valid and unrestricted New York State driver's license
14. Experience operating/navigating a boat and driving a vehicle towing a trailer preferred
15. Knowledge of the St. Lawrence River and boating experience is a plus
16. Must be able to think strategically when planning projects and timelines and must also make tactical decisions independently and efficiently
17. Experience operating and maintaining power equipment, ATV's and/or heavy equipment preferred

#### **Working Conditions:**

The Conservation Lands Manager will work indoors at the TILT office and outdoors when carrying out land management and stewardship activities. Activities will occur on varied terrain and in variable weather conditions, and in some cases, adverse weather conditions in remote locations on difficult and hazardous terrain under physically demanding circumstances

#### **To Apply**

**Applications are due by February 9<sup>th</sup>, 2025, but will be reviewed as received.** Applications will not be reviewed without a cover letter describing your interest and qualifications. Applications should include your resume and three references. Please send to TILT's Executive Director, Jake Tibbles, at [jtibbles@tilandtrust.org](mailto:jtibbles@tilandtrust.org). In order to expedite the internal sorting and reviewing process, please write your name (Last, First - CLM) as the only contents in the subject line of your e-mail. More information about the Thousand Islands Land Trust may be found at - [www.TILandTrust.org](http://www.TILandTrust.org). No phone calls or faxes, please.

#### **Additional Information:**

Salary-(\$52,500 - \$62,500), benefits (health and retirement), sick time, paid holidays, and two weeks paid vacation.

Administrative Support- The individual in this position must be prepared to handle their own correspondence, filing, and record keeping.

Location- TILT's office in Clayton, New York – 135 John Street,