

**Organization:** Cape Elizabeth Land Trust, Cape Elizabeth, Maine  
**Position Title:** Stewardship Manager  
**Classification:** Full-time position (35-40 hours/week year-round)  
**Pay Range:** \$38,220 – \$44,720  
**Benefits:** Health insurance, 2% employer IRA contribution, paid holiday, vacation and sick  
**Reports To:** Executive Director  
**Start Date:** October 1, 2021

### **Background**

CELT is a nationally accredited local land trust serving the diverse coastal community of Cape Elizabeth, Maine. The organization owns or holds conservation easements on 30 properties encompassing nearly 850 acres. Preserved areas include coastal headlands, old forests, farmland and meadows, and wetland habitats.

With over 30 years of history, CELT is focused on continuing to evolve and this recently expanded position will aim to demonstrably improve existing land management and stewardship programs on a growing conserved lands portfolio. The Stewardship Committee is an active volunteer corps that currently includes diverse skills in land conservation, GIS, botany, trail management, and community outreach, and provides regular support to this position.

For more information about CELT, please visit [capelandtrust.org](http://capelandtrust.org).

### **The Stewardship Manager Position**

The Stewardship Manager (SM) reports to the Executive Director (ED). The position is full-time (35 – 40 hours/week) including some required evening and weekend work. The employee works with the Executive Director and the Stewardship Committee to identify, assess, and prioritize stewardship needs at CELT properties and to develop and implement plans to address those needs.

The SM will work independently or with volunteers, contractors, and vendors to monitor easements and fee lands; maintain the Property Information System; oversee habitat conservation; coordinate volunteer management of invasive species; coordinate volunteer or contractors to create and maintain trails; create GIS maps; oversee seasonal property maintenance; develop and execute property management plans; oversee office and Turkey Hill Farm building maintenance support staff in stewardship related grants and perform other tasks as requested to support the mission of CELT. The SM will organize work parties, and work with community groups to expand volunteer capacity.

The position requires a working knowledge of conservation biology and land management, proficiency in GIS, excellent volunteer management skills, and strong organizational skills.

The SM will be a team player who is an effective communicator, is comfortable working with many different constituencies, can manage multiple priorities and volunteer work schedules, and be self-directed.

## **Responsibilities**

### **Primary areas of responsibility include the following:**

- Manage a consistent, collaborative stewardship and property management program, with additional help from CELT Stewardship Committee, volunteer groups and occasional contractors.
- Coordinate the creation (for new properties), implementation and maintenance of both physical and digital property files.
- Inform CELT's use of stewardship best practices that balance conservation biology, public use, and natural resources management.
- Oversee stewardship of a recent acquisition with buildings, Turkey Hill Farm.
- Oversee office building maintenance

### **Activities the Stewardship Manager will Lead:**

- Ensure that all fee properties have current management plans.
- Ensure that all conservation easements have baseline or current condition reports.
- Update property management plans for coordinated habitat management across the network of CELT properties.
- Create management plans or baseline reports for new properties.
- Establish, organize volunteers for, and oversee a high-quality annual monitoring system including overseeing enforcement issues and track receipt of monitoring reports.
- Work to resolve infringements with abutters on fee and easement properties and foster quality relationships with easement property owners.
- Coordinate CELT's stewardship volunteer base, serving as the primary point of contact
- Oversee contractors and vendors for mowing, construction projects, trail design, invasive species management, and other activities that take place on CELT properties.
- Coordinate all state and town permitting for stewardship projects as needed.
- Oversee maintenance of CELT buildings at Turkey Hill Farm and the CELT office.
- Map locations for activities and demonstration farming at Turkey Hill Farm and assist with overseeing activity locations.
- Manage and track hunters requests for access and keep updated on rules and regulations.
- In coordination with the Stewardship Committee, keep a Trello board of all stewardship needs at CELT properties.

### **Property Information System:**

- Maintain permanent property files consistent with LTA accreditation requirements.
- Create property folders for all new properties. Prepare hardcopy and electronic version. Add additional information to existing property folders as needed.
- File annual state monitoring registry and LMF reports.
- Create and update property GIS maps, regional maps, and maps and text for CELT outreach and lands programs.

### **Organizational Management, Collaboration and Professional Development**

- Attend Stewardship Committee meetings and prepare or review written reports to the Board.

- Act as stewardship liaison with the town and attend monthly conservation committee meetings.
- Contribute to stewardship grant proposals and reports.
- Coordinate hiring and oversee work of a summer intern.
- Attend stewardship professional development workshops to enhance knowledge and skills and strengthen CELT's stewardship program.
- Attend, plan, and/or lead CELT public events as needed and perform other duties as assigned.
- Coordinate with local groups such as the Cape Farm Alliance when needed.
- Prepare Terra Firma insurance application.

**Activities the Stewardship Manager will be involved with:**

- Identify, assess, and prioritize stewardship needs at CELT properties.
- Work with diverse CELT resources to carry out property management plans including creating and maintaining trails, bridges, signage, and parking areas, as well as implementing invasive species management plans.
- Implement stewardship programs, including trail maintenance, invasive species management, infrastructure construction, and volunteer work parties.
- Adding to a comprehensive Property Information System consisting of digital and paper documents, GIS/GPS and land survey data, photographs, and other references.
- Assist with Eagle Scouts, Cape Elizabeth High School Senior Transition Project students, 8th grade trail workers, and other project volunteers.
- Develop property use policies (e.g., hunting, biking, foraging) for approval by the CELT Board.
- Leading stewardship related workshops for the public.

**New Property – Turkey Hill Farm**

Approximately 1/3 of the Stewardship Manager time will be focused on a recent acquisition, Turkey Hill Farm. This new property has buildings, tenants and additional needs.

**Qualifications / Skills**

- College degree and experience in related field or minimum 5 years of experience in land conservation and stewardship
- Documented experience in conservation biology, conservation land management, and trail system stewardship
- Strong verbal and written communication skills
- Experience writing and carrying out management plans for conserved properties
- Organizational and supervisory skills, with demonstrated abilities in project management and working independently as well as part of a team
- Demonstrated experience recruiting and managing volunteers
- Ability to work in the field year-round including data collection, light carpentry, and trail maintenance
- ArcGIS mapping and ArcGIS field data management skills required

- Computer experience including Microsoft Office, Google Suite and databases
- Reliable transportation
- Ability to work flexible hours (some evening and weekend work required)

**To Apply:** Please upload one PDF labeled with your name that includes cover letter, resume, and contact information for three academic or professional references to

<https://www.dropbox.com/request/nFL4239kz2Y57UFiXVrL>

You will receive an automatic reply from Dropbox when you upload your application. Applications will be accepted until the position is filled. We will start review of applications on August 25, 2021.