



Position Title: Stewardship Director

Reports to: Executive Director

Supervises: Stewardship Manager

Status: Full-time exempt

Starting Salary: \$68,000-\$75,000, DOE, with generous benefits package

Closing Date: Open until filled; review of applications will begin on December 30, 2020

Summary of Position:

As the Stewardship Director of the Gallatin Valley Land Trust (GVLT), you will lead the organization's Stewardship Program, ensuring that GVLT's portfolio of conservation easements remain in compliance and continue to provide all conservation values for which they were originally protected. As Stewardship Director, you'll work with the Stewardship Manager to annually monitor our 115 conservation easements, provide legal interpretations of deed terms, enforce violations that threaten the conservation values of our protected lands, partner with landowners to enhance conservation values on conserved land, and maintain a filing system that documents all significant events on all of our easement properties. You will work closely with the Executive Director and the Leadership Team to ensure exemplary service to our network of landowners and conservation partners and guide the long-term strategic priorities for the Stewardship Program. The Stewardship Director spends significant time in the community, interfacing with our conservation easement landowners, local natural resource professionals and consultants, legal counsel, community groups, partner organizations, and the general public.

The ideal candidate will have experience with land trusts and conservation easements and/or a background in real estate, law, or natural resource management. GVLT is seeking a candidate who excels at relationship building through in person and written communication, possesses a deep knowledge of natural resource management and best practices, and shows an interest in reading and interpreting detailed legal agreements. Interested candidates should have a passion for protecting and stewarding the working lands and critical habitat of southwest Montana.

About the Gallatin Valley Land Trust. Gallatin Valley Land Trust connects people, communities, and open lands through conservation of working farms and ranches, healthy rivers, and wildlife habitat, and the creation of trails in the Montana headwaters of the Missouri and Upper Yellowstone Rivers. Since our founding in 1990, the Gallatin Valley Land Trust (GVLT) has partnered with 115 families to conserve 50,000 acres and has helped create over 90 miles of trails in the Main Street to the Mountains trail system. GVLT is an accredited land trust. For more information about GVLT and its programs, visit www.gvlt.org.

Essential Functions. The Stewardship Director reports directly to the Executive Director and is responsible for all planning and management of the Stewardship Program. The Stewardship Director will work with the Lands Director to make sure the collective Land Conservation Program is meeting its strategic goals, legal obligations, and accreditation standards.

Specific Duties

Stewardship Program Management (60%):

- Lead the Stewardship Program to accomplish mission and strategic plan priorities.
- Ensure that all easements are monitored annually in compliance with Land Trust Alliance (LTA) Standards and Practices.
- Manage all easement enforcement and compliance issues in consultation with GVLТ legal counsel and the Executive Director.
- Complete conservation easement amendments, including due diligence research and landowner negotiations. This could include addition of acres, clarification of terms, and adding public access infrastructure (trails and trailheads) to Conservation Easement Parcels.
- Manage Terraфirma account including filing claims and managing contracted legal assistance during an enforcement action.
- Initiate and sustain communication with landowners that own easement properties and build collaborative relationships to ensure compliance.
- Provide interpretation of conservation easement terms as requested by landowners in consultation with other staff and counsel and comply with legal requirements for responding to requests to exercise reserved rights.
- Refine and implement meticulous recordkeeping system for conservation easements in compliance with LTA Standards and Practices and GVLТ policy.
- Develop beneficial relationships with resource-related professionals in the community (e.g., conservation biologists, ecologists, wetland scientists, fisheries biologists, foresters, etc.).
- Participate in the annual meetings for land conservation membership groups including Montana Association of Land Trust, Heart of the Rockies Initiative, and Land Trust Alliance.
- Prepare and submit grant requests for assistance with the stewardship of conservation easements.
- Directly manage Stewardship Manager and oversee independent contractors.
- Represent the Stewardship Program to the Board of Directors and ensure that the goals of the program are clearly articulated to and understood by the Board.

Conservation Project Identification, Development, and Record Keeping (15%)

- Work within priority areas for conservation to identify potential new conservation easement projects.
- Meet with individual landowners, landowner groups, or other strategic partners to discuss GVLТ, conservation easements and other conservation options, costs, and basic financial implications and benefits of conservation easements.
- Prepare baseline documentation for new easements using digital photography, GPS, and GIS technologies.
- Oversee maintenance of files on completed projects. Works with Lands Director and other land protection staff to create permanent files once a transaction is recorded.

Partner Outreach and Relationship Building (15%)

- Build and maintain productive relationships with existing, former and future conservation easement landowners.
- Develop and enhance key relationships with partners and individuals at a local, regional, and national level. Stay current on all aspects of conservation easement stewardship and other land conservation issues.
- Coordinate with Lands Director on involvement in and awareness of local issues.
- Represent and speak on behalf of the Land Trust with partners.
- Serve as point of contact for Stewardship issues and inquiries from the community.

- Support fundraising and outreach efforts through event participation, public speaking, grant strategizing and input, and other activities as directed.

Organizational Leadership and Strategy (10%)

- Participate in the GVLT Leadership Team comprised of department Directors.
- Represent the Stewardship Program in developing strategic goals for the organization.
- Monitor Stewardship Program progress toward GVLT strategic plan including overseeing conservation planning and ensuring that annual work plans track to strategic benchmarks.
- Develop and manage budget for the Stewardship Program and advise on adequacy of Stewardship Fund.
- Participate in bi-weekly staff meetings, monthly Lands Committee meetings, and bi-monthly Board meetings, keeping colleagues and members apprised of stewardship issues as they arise.

Essential Skills & Competencies:

- Outgoing and diplomatic personality with the ability to develop relationships with people from diverse backgrounds and world views. Must be able to remain calm and courteous under pressure.
- Ability to communicate effectively, both verbally and in writing, with landowners, the public, professional colleagues and governmental entities.
- Knowledge of the theories, practices, principles and techniques of land conservation and stewardship.
- Knowledge of the federal, state, and local laws, standards, codes, regulations and procedures which affect private land conservation.
- Experience with and knowledge of natural systems. Ability to identify plant and animal species in the Greater Yellowstone Ecosystem preferred.
- Familiarity with standard field sampling techniques and data management, including digital photography and GPS data collection and management.
- Demonstrated expertise with GIS systems, particularly ArcGIS Online and/or ArcGIS PRO.
- Proficiency with MS Office, including Word, Excel, PowerPoint and Outlook. Basic experience with database management and advanced computer functions including Salesforce CRM.
- Proven organizational skills and strong attention to and interest in detail. Ability to meet deadlines and juggle multiple tasks.
- Ability to walk up to one mile over rough terrain and navigate in remote areas.

Preferred Education and Experience:

- Graduate degree and/or minimum of four years' experience with land trusts, natural resources, environmental law, natural resource agency, conservation biology.
- Training or experience with technical tools, including GIS, databases, and recordkeeping.
- Experience working with landowners on resource management issues and/or legal issues

Generous benefits package includes:

- 2 weeks paid vacation increased to 3 weeks at one year of employment. Employees gradually increase to 5 weeks of paid vacation after 5 years of employment;
- 10 days of paid personal leave and 10 paid holidays;
- Eligible for a 3-month paid sabbatical after 5 years;
- Health Insurance, Vision and Dental Insurance, Health Savings Account contributions, Long Term Disability Insurance, Basic Term Life and AD&D Insurance;
- Matching retirement contributions up to 3%.

Application Procedure: Please submit a cover letter explaining your interest in the position with resume and three professional references to: EJ Porth, ej@gvlt.org. This position will remain open until filled. Applications will be reviewed starting December 30, 2020. GVLT is an equal opportunity employer and values candidates who bring diverse perspectives to our work.