

To Apply: Send a letter of interest and resume to [boarddirector@androscogginlandtrust.org](mailto:boarddirector@androscogginlandtrust.org). Please use ALT Stewardship Director Position as the email subject. References will be needed prior to a final decision. You are welcome, but not required, to include them with your initial application materials. This position will remain open until filled, but priority will be given to applications submitted by July 30, 2021.

## **Androscoggin Land Trust**

**POSITION:** Stewardship Director

**Status:** Full-time, salaried

**Reports to:** Executive Director (ED)

**Hours:** 40 hours per week (will include some evening and weekend hours)

**Compensation:** This position offers a competitive salary along with paid time off, paid holidays, and retirement contributions. Options are available for Health Insurance, Vision, Dental and Disability Plans.

*ALT is an equal opportunity employer, committed to creating an inclusive culture where employees from diverse backgrounds can thrive.*

**ANDROSCOGGIN LAND TRUST:** Founded in 1989 and based in Auburn, Maine, Androscoggin Land Trust (ALT) is a nationally accredited, non-profit conservation organization that works to conserve and steward significant lands in perpetuity for watershed protection, wildlife habitat, and outdoor recreational opportunities. Through both fee title and conservation easements, ALT holds and manages 53 properties—including working farms and forests—spanning over 5,000 acres in four counties (Androscoggin, Oxford, Franklin, and Sagadahoc). Our service area is expansive, including the second largest metropolitan area of the state in Lewiston-Auburn, as well as many rural small towns in the Central and Western Mountains region of Maine. We offer events and programs that connect people to the outdoors, including a pioneering “Learn to Fish” program on the Androscoggin River for downtown youth; we continually work to build, maintain, and improve safe, accessible trails for formal and informal recreation. ALT works closely with a wide network of community partners to achieve our mission, from members and volunteers to landowners, municipalities, community groups, and the wider Maine conservation community. ALT has a highly committed 15-member Board of Directors that provides direction, guidance, and oversight for the organization.

**POSITION SUMMARY:** The Stewardship Director is responsible for coordinating all stewardship activities on ALT's conservation easements and fee holdings, according to Land Trust Alliance standards of practice. In addition, the Stewardship Director works with the Executive Director to support ALT's outreach, development, and administrative activities.

**RESPONSIBILITIES:**

- Oversee annual monitoring/reporting of all ALT's conserved easements and fee-held properties, working diligently with landowners to ensure easement compliance and collaboration.
- Maintain internal office, land transaction, and stewardship filing systems. Maintain and manage daily correspondence with landowners, volunteers, and other stakeholders in ALT's work.
- Recruit, train and supervise volunteer land stewards and interns to help carry out stewardship activities. Coordinate occasional workdays with local groups.
- Oversee stewardship of ALT's public access trails. Create maps, guides, signs, and kiosks for improved access, navigation, and education. Oversee creation of new trails where appropriate.
- Implement measures to restore and enhance habitats. Prepare natural resource inventories and management plans for conserved properties.
- Work with the Board and ED to pursue and manage grants for ALT's stewardship work.
- Manage (with Board, legal, and partner assistance) acquisition of new fee lands, conservation easements, leases, and other land projects. Conduct planning, permitting, budgeting, and regulatory compliance for land management activities.
- Seek and oversee work of professional contractors for activities such as forest management and invasive species control.
- Ensure that land management tools, equipment and machinery are properly maintained.
- Attend monthly Stewardship and Lands committee meetings, and Board meetings when requested
- Assist ED with development, outreach, and administration as needed

**WORKLOAD PROJECTION:**

Property-based stewardship activities, including monitoring and trail work: 20%

Record-keeping/Communication/Correspondence: 20%

Outreach/Development/Events: 20%

Volunteer Recruitment/Oversight: 10%

Land acquisition planning: 10%

Landowner outreach, baseline documentation and management planning: 10%

Board and Committee Meetings: 5%

Subcontractor oversight, equipment maintenance: 5%

## DESIRED QUALIFICATIONS AND ATTRIBUTES

- Bachelor's Degree preferred and at least 3 years experience in land stewardship, natural resources or outdoor recreation/trails management, OR combined coursework and 6 years of relevant experience in the above mentioned categories
- Commitment to the conservation and stewardship of land
- Excellent time management skills, with a demonstrated ability to successfully plan and manage multiple projects and priorities
- Excellent interpersonal, written, and oral communications skills
- Proven success leading and managing volunteers.
- Desire and ability to meet the significant physical demands that the position requires and ability to access remote properties.
- Strong GIS mapping skills and fluency with MS Office programs, or ability to readily learn.
- Grant writing and management experience is a plus.
- Chain saw and carpentry skills are a plus.
- Maintain valid vehicle driver's license and personal vehicle with evidence of insurability.
- Ability and desire to work selected evenings and weekend days as needed.