



Job Title: Conservation & Stewardship Manager

Classification: Regular, full-time, salaried, exempt

Schedule: 8:30 a.m.-5:00 p.m.; some nights and weekends required within a flexible work schedule

Supervisor: Executive Director

Salary Range: Commensurate with experience

The Guadalupe-Blanco River Trust (GBRT) is a Texas not-for-profit organization dedicated to preserving and protecting the Guadalupe River watershed. GBRT's mission is to preserve the unique natural heritage of the Guadalupe River watershed for future generations, by protecting open landscapes, working farms and ranches, and wildlife habitat through conservation easements, education, and outreach that connects people to the water and land. GBRT has assisted in protecting over 14,000 acres of land in 12 counties.

Summary

The Conservation & Stewardship Manager reports to the Executive Director. Key responsibilities include managing a portfolio of conservation easement and GBRT-owned properties, spearheading land stewardship activities, working to develop new conservation project opportunities, managing strong landowner relationships, developing and promoting events related to land conservation, identifying and pursuing funding opportunities for conservation projects, and ensuring adherence to standards of accreditation set by the Land Trust Accreditation Commission.

Responsibilities

1. Land Conservation

- a. GBRT Easement Properties
 - i. Assists in meeting all contractual/legal obligations, such as ensuring annual monitoring of all properties.
 - ii. Maintains contact with landowners to promote continuing good will and assist with stewardship objectives, as appropriate.
- b. Fee Simple properties
 - i. Monitors all GBRT fee lands, assessing each property for liabilities, changes, encroachments, need for stewardship work, and developing management plans as needed.
 - ii. Assists in ensuring that GBRT meets all contractual/legal obligations, such as payment of property taxes. Seeks tax reductions through appropriate abatement and exemptions.
 - iii. Engages community partners and ensures proper stewardship of all owned properties including development of opportunities and facilities to promote objectives for land use.
 - iv. Oversees the facilities management and programming at the Plum Creek Wetlands Preserve.
- c. Land Stewardship activities, events and landowner outreach
 - i. Identifies and pursues funding to promote implementable programming and/or habitat restoration initiatives on fee simple properties.
 - ii. Represents GBRT at public speaking opportunities and through productive interaction with related organizations. Assists with writing publicity and presentations related to conservation projects.

- iii. Assists with GBRT special events related to land conservation activities.
- iv. Recruits and organizes volunteer support as needed for special events and workdays.
- v. Marketing and fundraising for conservation specific projects.
- d. Record Keeping and Administration
 - i. Organizes and maintains secure records of all Land Conservation documents, photos, and correspondence in keeping with standards of the Land Trust Alliance and Accreditation Commission.
 - ii. Produces and updates maps for potential acquisition, stewardship, and outreach projects.
 - iii. Assists with document preparation for annual audit of records.
 - iv. Assists in the planning and execution of Land and Water Conservation Committee Meetings and maintains agendas, minutes, notes, and related documents.
 - v. Makes periodic reports to Executive Director and Board.

Essential Qualifications

- Minimum of Bachelor’s degree in field related to land conservation such as natural resource management, biology, environmental science, geography, community and regional planning
- 3-5 years professional workforce experience in related fields

A demonstrated understanding of and personal dedication to the conservation goals of Guadalupe-Blanco River Trust

- Familiarity with regional conservation issues
- Knowledge/understanding of basics of real estate / property transactions
- Know how to interpret maps and surveys
- Skills in establishing, managing, and maintaining collaborative working relationships
- Excellent interpersonal communication, persuasive writing, and critical thinking skills; experience with public speaking is preferred.
- Proficiency in Microsoft Office software
- Ability to work occasional nights and weekends
- Valid Class “C” driver’s license

Preferred Qualifications

- Skilled in ArcGIS software, GPS and map-making
- Professional experience or advanced degree in natural resource management, environmental science, geography, planning, ecology, and/or real estate
- Professional experience working for a conservation organization or land trust
- Physical ability and willingness to work outdoors

How to Apply

To view the full position description and apply, please visit <https://gbrtx.org/jobs>

Email résumé and cover letter to info@gbrtx.org

Applications will be reviewed in the order in which they are received, and the position will remain open until filled.

The Guadalupe-Blanco River Trust is an Equal Opportunity Employer.

Women, minorities, people with disabilities and veterans are encouraged to apply.