



## **Position Description for Land Protection Manager**

### **Summary**

The Land Protection Manager is focused on our Source Water Land Protection Program for lands in the Tomhannock Watershed, in partnership with the Agricultural Stewardship Association and the Rensselaer Plateau Alliance. This position is fully funded by a grant from the NYS Water Quality Improvement Program (WQIP) with a remaining term of 3 years. There are 12 conservation easement projects in the pipeline and capacity for 2-4 more. Hourly salary. The position either reports to the Executive Director, or can be combined with the Executive Director position, depending on the availability of suitable candidates and the preferences of the Board.

### **A. Organizational Structure; Resources**

The Land Protection Manager is responsible for all aspects of the Source Water Land Protection for the Tomhannock Watershed (the Program). This includes working closely with and coordinating amongst project partners, working within the NYS DEC grant system, and working directly with landowners.

#### Essential Functions:

1. Works with the Executive Director, staff, interns, and contractors at RPA and all partners to administer, coordinate and assure the success of the Project.

#### Specific Responsibilities:

1. Lead the effort to understand, plan for, and implement the Program.
2. Coordinate all aspects of the WQIP Grant, including engagement of professional services;
3. Work within the NYS grant system to help with Supplemental Agreements, Supplemental Payment Requests, Amendment Requests, Termination Requests, Completion Requests, and any and all other aspects of the grant;
4. Manage the overall Program and keep track of all partners and schedules with the goal of completing all aspects of the program before the end of the grant period;
5. Coordinate landowner outreach and engagement;
6. Work with individual landowners on conservation projects;
7. Work as directed by the Executive and Finance Committee on financing and cash flow related to grant management;
8. Perform, direct and report on the Program and assignments as requested.

The Land Protection Manager reports to RLT's Executive Director. They work at times remotely from his/her/their home office or at the RLT office.

#### Abilities, Skills, Qualifications

1. Excellent written and oral communication skills;
2. Passion for, experience in, and understanding of land conservation including conservation easements and real estate;
3. Enjoys working with data and databases;
4. Proven organizational skills and ability to juggle multiple priorities;
5. Excellent people skills and an ability to work with committees, colleagues and others;
6. Experience with or an interest and willingness to learn NYS grants;
7. Availability to work occasional prescheduled evenings and weekends, as required;
8. Availability to travel for meetings, conferences and/or training;
9. Proficiency in Microsoft Office programs.

As a member of a small team the Land Protection Manager may also perform the following duties as directed by the Executive Director. Duties will be assigned based on scheduling among other duties, strengths, aptitude, and cross training priorities.

1. GIS mapping.
2. Work with the Communications Directors and the core partners to provide occasional content for enews and social media.
3. Take photographs and or videos at programs and events, during volunteer activities and at any other event or related activity.
4. Share in general office duties.

**Schedule, Salary and Work Location:**

This position allows for a flexible schedule. Minimum effort is generally 7 hours/week and could be combined with the Executive Director position for qualified candidates. As a standalone position, budget allows for approximately 400 hours per year, and RLT is willing to work with the successful candidate on scheduling within the grant parameters.

Hours spent on WQIP Administrative tasks will be paid at a gross rate of \$33.19/hour. Hours spent on WQIP Natural Resource Manager tasks will be paid at a gross rate of \$64.29/hour. In a given month, the Land Protection Manager is paid only for the hours actually worked on WQIP tasks, and thus the amount of monthly salary will vary with effort expended. No additional benefits are offered at this time.

Position can be done remotely, so long as the RLT Office Computer is kept up to date.

The Rensselaer Land Trust is an equal opportunity employer.

**To Apply BY JULY 1, 2022:**

Send Cover Letter, Resume and Writing Sample to:

1. [RensselaerLandTrustEDSearch@gmail.com](mailto:RensselaerLandTrustEDSearch@gmail.com) OR
2. Mail to RLT, 415 River Street, Troy, NY. 12180
- 3.

FINAL – 6/6/22