



# Conservation Easement Steward

## *Easement Stewardship Department*

**Reports to:** Director of Easement Stewardship & Counsel

**Salary: \$33,000**

Exempt/Nonexempt

Full time/Part time

Temporary yes/no

### **Position Summary:**

The Conservation Easement Steward is responsible for ensuring that the Forest Society fulfills its perpetual stewardship responsibilities for over 700 conservation easements and deed restrictions covering more than 125,000 acres. The Conservation Easement Steward works directly with private owners of protected lands and other Forest Society staff to prepare current conditions reports and baseline supplements for older easements and deed restricted properties in connection with ground monitoring visits, ensure compliance with easement terms, cultivate supportive cooperative relationships with landowners, and resolve potential compliance issues. This position is based at the Conservation Center in Concord, NH.

Approximately 40% of the time for this position will be spent on Baseline Upgrades as described below, and the remaining 60% of the time will be spent on the other easement monitoring duties and responsibilities described below.

### **Essential Duties and Responsibilities:**

1. Baseline Upgrades
  - a. Conduct research for and upgrade baseline documentation for older easements or deed restricted properties through current conditions reports or baseline supplements in accordance with Land Trust Accreditation standards.
  - b. Research may include reviewing prior baseline documentation and identifying additional information needed.
  - c. Field work may include using a GPS device, camera, and compass, identifying natural communities, and locating monumentation for uncertain boundary lines.
  - d. Complete baseline upgrades in advance of renewal of Land Trust Accreditation.
2. Easement and Deed Restriction Monitoring
  - a. Perform ground monitoring visits, including meeting with landowners and land managers and walking properties, to prepare current conditions reports and baseline upgrades and ensure compliance with easement terms.
  - b. Meet annual monitoring obligation by reviewing and analyzing aerial imagery of conservation easement and deed restricted properties.
  - c. Communicate with grantee land trusts and communities where the Forest Society holds an Executory Interest behind them or vice versa.

### 3. Landowner Relations

- a. Build relationships with landowners through meetings and phone calls to discuss past activities, future plans, and provide guidance on management activities.
- b. Communicate with foresters and land managers working on easement lands.

### 4. Compliance and Enforcement

- a. Resolve potential and actual violations and disagreements with landowners effectively and efficiently.
- b. Follow accepted procedures in addressing potential violations, including communicating with other staff, legal counsel, and experts to assess the situation and recommend courses of action.
- c. Discuss potential amendments with landowners and Forest Society staff.

### 5. Information Management/Administrative Functions

- a. Manage information consistent with documented procedures and Land Trust Accreditation standards both in hard copy and electronic format.
- b. Work effectively with the land and easement system of record (currently Conservation Connections, transitioning to LOCATE) to document activities and communications.
- c. Work effectively with GIS mapping program in support of program activities.
- d. Other duties as required, including administrative tasks that are shared by all within the department.

#### **Contributions/Outcomes:**

- Upgrade baseline documentation in accordance with Land Trust Accreditation standards.
- Meet the Forest Society's easement and deed restriction monitoring obligations.
- Cultivate and reinforce positive landowner relationships.
- Ensure compliance with easement terms and deed restrictions by landowners and resolve potential and actual easement violations efficiently and effectively.
- Record all communications and transactions in accordance with Forest Society procedures and Land Trust Accreditation standards.

#### **Qualifications and Skills required:**

- Bachelor's or Master's degree in appropriate field related to conservation or natural resources and 1 to 2 year's experience in land conservation or natural resources field.
- Excellent written and oral communication skills and attention to detail.
- Self-motivated, willing to accept a challenge, and able to handle multiple priorities.
- Ability to communicate effectively with people of various backgrounds and interests.
- Familiarity with adhering to set procedures in support of potential legal challenges.
- Functional knowledge of GIS mapping and GPS data collection.
- Facility with the Microsoft Office suite of applications.
- Ability to navigate in the forest alone with map and compass, sometimes in remote locations.
- Valid NH driver's license, proof of insurance, and access to a reliable vehicle.
- Dedication to the conservation mission of the Forest Society.

**Working Conditions:**

The position includes a combination of office work, field work, and travel. Field work may be in inclement weather on occasion. Possible tele-commuting on a limited basis. Environmentally sustainable office building within walking distance of wooded trails.

**Physical Requirements:**

Ability to move over rough terrain for extended distances and to navigate alone in remote areas.  
Ability to drive a car.

**Direct Reports:**

None.