



Heritage Conservancy seeks a self-motivated individual for the position of Conservation Easement Steward. The successful candidate will have a Bachelor's or Master's degree in an appropriate field related to conservation or natural resources, 2-3 years of experience in land conservation or a natural resources field, functional knowledge of GIS mapping and GPS data collection, and dedication to land conservation.

Title: Conservation Easement Steward

Status: Full-time / 37.5 hours per week

Reports to: Director of Resource Protection

Position Summary:

The Conservation Easement Steward is responsible for ensuring that Heritage Conservancy fulfills its perpetual stewardship responsibilities for over 200 conservation easements and deed restricted properties covering more than 10,000 acres. The Conservation Easement Steward will also assist in performing monitoring duties on a contract basis for other organizations, agencies and government entities that hold conservation easements. The Conservation Easement Steward prepares current conditions reports and baseline supplements for new and older easements and deed restricted properties; documents compliance with easement terms; and cultivates cooperative relationships with landowners.

Essential Duties and Responsibilities:

1. Conservation Easement Monitoring

- Perform ground monitoring visits. Walk properties and inspect current conditions for compliance with easement terms. Field work includes using a GPS device, camera, and locating monumentation for boundary lines.
- Review and understand conservation easement provisions including prohibited vs. permitted uses and improvements.
- Review and analyze aerial imagery of restricted properties.
- Prepare written internal monitoring reports and follow-up letters to landowner.
- Cultivate positive landowner relationships through personal meetings and phone calls to discuss past activities, future plans, and provide guidance on management activities.
- Communicate with easement co-holders (including municipal, county, and state entities).

2. Conservation Easement Enforcement

- Follow accepted procedures in addressing potential violations, including communicating with staff, legal counsel, and experts to assess the situation and recommend courses of action.
- Work with Director of Resource Protection to review and assess potential amendments, exercise of reserved rights, and disagreements with landowners effectively and efficiently.

3. Baseline Documentation Report Preparation

- Prepare Baseline Documentation Reports for new conservation easements. Reports include a combination of written narrative, current site condition photographs, and maps that satisfactorily document the conservation values and existing conditions of eased properties.
- Perform site visits and field work to collect and document existing conditions of properties.
- Prepare required maps using GIS mapping software.
- Evaluate existing baseline reports for deficiencies and where needed, conduct research for and upgrade baseline documentation through current conditions reports or baseline supplements in accordance with Land Trust Accreditation standards.
- Field work includes use of GPS device, camera, compass, and locating monumentation for boundary lines.

4. Other Responsibilities:

- Recordkeeping - Manage digital and hard files consistent with documented procedures and assist in organizing and maintaining property records in accordance with LTA standards.
- Support and participation at Heritage Conservancy events; attend public meetings, as needed.
- Other duties as required, including administrative tasks that are shared by staff.

Required Skills, Requirements, Education and Experience:

- Bachelors or Master's degree in field related to conservation or natural resources.
- 2-3 years of experience in land conservation or natural resources field.
- Knowledge of Pennsylvania flora and fauna, soil, water, natural resources.
- Strong experience with cartography software/hardware (GPS units and GIS software); field mapping, aerial photo interpretation, land survey techniques. Ability to read and evaluate the landscape (i.e. tree blazes, stone rows, rail fences, hedgerows, corner monumentation, etc).
- Ability to navigate in the forest alone with map and compass, sometimes in remote locations.
- Self-motivated, willing to accept a challenge, and handle multiple priorities.
- Excellent written and oral communication skills and attention to detail.
- Competence with the Microsoft Office suite of applications.
- Valid PA driver's license, proof of insurance, and access to a reliable vehicle.
- Dedication to the mission of Heritage Conservancy.

Working Conditions:

- The position includes a combination of office work, field work, and travel. Field work may be in inclement weather on occasion.
- Physical Requirements - ability to move over rough terrain for extended distances and to navigate alone in remote areas.

Applications are due Friday, August 3, 2018.

Please send resume, cover letter, and salary requirements to: Kris Kern, Director of Resource Protection, Heritage Conservancy, 85 Old Dublin Pike, Doylestown, PA 18901 or kkern@HeritageConservancy.org.