



**sacramento valley  
conservancy**

*open space. for all.*

## **Stewardship Director Position Description**

### **Background**

The Sacramento Valley Conservancy (SVC) was established in 1990--the first local land trust in Sacramento County, CA. SVC preserves open space for agricultural, scenic, recreational and habitat purposes. SVC has protected over 18,000 acres of land including regional trail systems, vernal pool preserves & oak woodlands. SVC is governed by a twelve-member Board of Trustees, and has five full-time staff, four part-time staff, more than 50 dedicated docents, hundreds of volunteers and various consultants.

### **Responsibilities**

SVC's Stewardship Director monitors and ensures proper record-keeping all SVC's owned and easement properties, coordinates land stewardship and habitat restoration projects, and, on as needed basis, real estate transactions (especially with regard to advising on future land management issues, drafting management plans and coordinating baseline reports and/or biological surveys, as needed), Board administration (stewardship reports), outreach and fundraising meetings, and newsletter articles. The Stewardship Director reports to the Executive Director. The Stewardship Director oversees day to day management of the Program Assistant(s) and Stewardship Manager(s). All SVC employees ultimately report to the Executive Director.

#### **I. Land Stewardship (60% of time)**

- Monitor or supervise monitoring of conservation easements annually (including some Residual Dry Matter-RDM-monitoring).
- Monitor or supervise monitoring of owned/preserve manager properties quarterly.
- Produce reports and maps documenting monitoring visits, utilize GIS and other software to ensure records and information are up-to-date and readily available.
- Manage or supervise management of land stewardship & habitat restoration projects, including grant proposals, consultant and contractor recruitment and coordination, farmer and rancher coordination—not leases (Acquisition Director handles).
- Maintain SVC Stewardship Log to be current with property activities and related contacts at all times.
- Organize and run service days (at least two per year at Deer Creek Hills and as needed at other preserve sites).

#### **II. Program Administration (20% of time)**

- Provide support to Administrative Director, Communications and Marketing Director, Acquisition Director and Executive Director, as needed, to accomplish SVC's Land Stewardship and Communications and Marketing programs, including some fundraising, event assistance and other as needed tasks, like assistance with newsletters, enews, SVC web presence, budgeting, grants, board reports, etc.
- Distributes, archives and files all required monitoring reports and property documents as per Land Trust Alliance Standards and Practices.

## **II. Public Outreach (20% of time)**

- Help train and manage or supervise training and management of staff and volunteers.
- Work with staff to ensure accurate and current donor data systems.
- Assist in communication of SVC's mission and share conservation accomplishments with the public by coordinating with Communications staff on social and print media.
- Respond to inquiries from the public, as needed, when directed by Administrative or Executive Director.

Other duties as assigned.

## **Qualifications**

- Background in land stewardship, easement monitoring, RDM (residual dry matter), biological and/or botanical monitoring, public outreach or outdoor field guide or natural interpretive trips, managing consultants and habitat restoration/stewardship projects, administrative duties and database management. Generalists with expertise or experience in a variety of these areas are preferred, as are people with experience in non-profit, land trust or related outdoor/nature organizations.
- A self-starter with a proven track record of achievement.
- Outgoing and friendly personality with the ability to meet new people easily and quickly earn confidence.
- Experience working with volunteer Board of Trustees and committees and/or schools to develop and implement non-profit programs.
- Good communication (written and oral) and organizing skills.
- Work with people of diverse backgrounds, farmers, and ranchers.
- Willingness to enlist and work with volunteers.
- A genuine interest and enthusiasm for private voluntary land conservation
- Current CPR certificate (post-hire, if needed).
- Appreciation of diverse land issues and landowner views.
- Experience with rural property maintenance, related tools and fence repair.
- Valid driver's license.

**Physical and Mental Work Demands**

Must be able to hike energetically on uneven terrain and hills while carrying a backpack or hip pack with emergency first aid supplies and water (about 10-20 pounds).

Must be able to drive a 4WD vehicle and trailer on dirt roads, including mud, gravel and water crossings.

Ability to perform a variety of property maintenance tasks, including lifting up to 50 pounds.

Must be able to lead a diverse group of volunteers and hikers, including potential emergency response coordination on hikes, like use of a cell phone, basic emergency first-aid.

Must be able to work on some Friday nights, Saturdays and Sundays, especially for the overnight trips and service days and events.

**Compensation**

This is budgeted as a full time position. Compensation is paid by actual hours worked during each pay period. Time will fluctuate during the year, depending on project activity. Flexible hours and benefits package, includes 403b retirement account, worker's compensation and state disability.

Please email a cover letter, resume and contact information for three references to [khopkins@sacramentovalleyconservancy.org](mailto:khopkins@sacramentovalleyconservancy.org) with "Stewardship Director" in the subject line. Applications are only accepted electronically. No phone calls please. The position is available 5/18/2018 and is open until filled. The Sacramento Valley Conservancy is an equal opportunity employer.