



**Cedar Lakes Conservation Foundation  
Job Description: Stewardship Coordinator**

**Location: West Bend, Wisconsin**

**Position Type: Part-Time or Full-Time**

**(to be determined based on mutual agreement of the organization and the candidate)**

**Review of Applications will begin July 20, 2020 and will continue until position is filled.**

**Overview:** The Cedar Lakes Conservation Foundation (CLCF) is a community-based nonprofit organization that works with local landowners and other partners to protect the natural environment of the Cedar Lakes region. Founded in 1974, CLCF is one of the oldest land trusts in Wisconsin and has protected over 2,400 acres of land in its mission area. The primary responsibility of the Stewardship Coordinator is to advance conservation outcomes and uphold stewardship obligations on approximately 1,500 acres of fee simple and conservation easement properties.

**Position Summary:** The Stewardship Coordinator is responsible for implementing CLCF's stewardship program and works at the direction of the Executive Director and in concert with staff, Board, committees and community members. The Stewardship Coordinator leads the day-to-day land management functions of the organization, including ecological habitat maintenance and restoration, land management plan development and implementation, building maintenance, easement monitoring, grant writing and community outreach. The Stewardship Coordinator is also responsible for building and maintaining positive relationships with neighboring landowners and partners of conserved lands. The Stewardship Coordinator works closely with staff and committees to implement CLCF's stewardship work.

**Work Environment and Physical Demands:** The Stewardship Coordinator position splits time between the office and the field. The position requires the ability to navigate and access remote areas of CLCF properties, which may involve traversing rugged terrain or dense vegetation in all weather conditions.

**Duties and Responsibilities**

***Preserve / Fee Title Land Stewardship***

- Implement and manage all details of appropriate ecological management projects on lands owned by CLCF, such as invasive species removal, restoration project management, trail maintenance and installation, public access, and facility maintenance.
- Create or update and implement land management plans for CLCF properties.
- Secure funding from philanthropic and government sources to underwrite restoration ecology and land management, with assistance from CLCF staff.
- Recruit, train and supervise volunteers for stewardship activities. Build and maintain positive relationships with property neighbors, donors, and long-term volunteers through communications and events.
- Maintain mapping program to document and monitor existing uses on the CLCF properties, including trail systems, public use, and invasive, threatened or endangered populations.
- Assist in developing marketing, outreach, environmental education, and public use materials for CLCF.
- Respond to general administrative duties, such as managing preserve budgets, responding to inquiries, and attending staff meetings.
- Coordinate overall direction and implementation of work with the Land Stewardship Committee.

### ***Conservation Easement Stewardship***

- Initiate and sustain communication with landowners under conservation easements and build relationships to enhance compliance.
- Manage and ensure annual compliance with regard to monitoring of conservation easements in line with industry standards and practices. Manage potential violations in conjunction with CLCF's policies.

### **Required Qualifications:**

- College or advanced degree in land resources, restoration ecology, or related discipline or 3 years of experience in a similar capacity.
- Demonstrated knowledge of restoration ecology and land management including techniques of land conservation and stewardship.
- Strong project management, communication, and recordkeeping skills, including the ability to clearly communicate verbally and in writing.
- Ability to manage, train and engage volunteer groups.
- Demonstrated knowledge of natural communities of southeastern Wisconsin or a strong willingness and ability to learn.
- Willingness to attend occasional evening and weekend events and work parties and willingness to serve as event support.

- Ability to work independently and collaboratively, under general supervision of the Executive Director and cooperatively with other Board, staff, committee and community members.
- Lift and maneuver materials and equipment weighing up to 50 lbs.
- Valid insurable driver's license.

**Desired Knowledge, Skills and Abilities:**

- Outgoing and diplomatic personality with the ability to develop relationships with people from diverse backgrounds and world views. Ability to represent CLCF and respond to general inquiries.
- Ability to assist in meeting program and organizational fundraising goals.
- Familiar with MS Office, including Word, Excel, PowerPoint and Outlook. Basic experience with database management and advanced computer functions including navigating the Internet.
- Ability to meet deadlines and juggle multiple tasks.
- Willingness to become DATCP pesticide certified and/or chainsaw certified

For more information about the Cedar Lakes Conservation Foundation, please visit [www.conservecedarlakes.org](http://www.conservecedarlakes.org)

Salary is competitive and based on experience.

Please submit your resume and cover letter to: [askclcf@theclcf.org](mailto:askclcf@theclcf.org)

*The Cedar Lakes Conservation Foundation is an equal opportunity employer that welcomes all applicants and does not discriminate in its hiring practices.*