



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

**Location: West Bend, Wisconsin  
Position Type: Full-Time**

**Review of Applications will occur on a rolling basis 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 2,500 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 volunteer coordination. 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 volunteer committees to implement CLCF's stewardship work.

**Work Environment and Physical Demands:** The Stewardship Coordinator 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 Simple Land Stewardship***

- Implement and manage all details of management projects on lands owned by CLCF, such as ecological restoration, trail maintenance and installation, public access, and facility maintenance
- Create, update, and implement land management plans for CLCF properties
- Oversee the maintenance of CLCF's four rental buildings and maintain good tenant relations
- Secure funding from philanthropic and government sources to underwrite land management projects
- 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 or state-listed species populations
- Coordinate overall direction and implementation of work with the Land Stewardship Committee
- Ensure annual fee simple monitoring visits are completed and recorded in compliance with CLCF's policies
- Write and manage CLCF's annual land stewardship budget in a responsible and cost-effective manner

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

- Initiate and sustain communication with landowners under conservation easements and build relationships to facilitate easement compliance
- Ensure annual conservation easement monitoring is completed in line with the Land Trust Alliance Standards and Practices in accordance CLCF's policies
- Manage potential easement violations in conjunction with CLCF's policies
- Prepare and update Baseline Reports for conservation easements
- Assist with negotiating the terms of new conservation easement projects

### ***General Operations***

- Attend staff meetings as well as committee and Board meetings as necessary
- Attend occasional weekend and evening fundraising and community relations events
- Respond to public inquiries in a timely and professional manner
- Assist in developing marketing, outreach, environmental education, and public use materials for CLCF

### **Required Qualifications:**

- College or advanced degree in natural resources, ecology, earth science, biology, or related discipline or 3 years of experience in a similar capacity to this position
- Familiarity with Microsoft Office, including Word, Excel, PowerPoint, and Outlook
- Basic experience with database management and general computer literacy
- Demonstrated knowledge of restoration ecology and land management
- Strong project management, communication, and recordkeeping skills, including the ability to clearly communicate verbally and in writing
- Ability to meet deadlines and juggle multiple tasks
- Ability to coordinate, train and engage volunteer groups
- Demonstrated knowledge of natural ecological communities of southeastern Wisconsin or a strong willingness and ability to learn
- Ability to complete work with a high degree of independence
- Outgoing and diplomatic personality with the ability to develop relationships with people from diverse backgrounds and world views
- Lift and maneuver materials and equipment weighing up to 25 lbs
- Valid insurable driver's license

### **Desired Knowledge, Skills and Abilities:**

- Basic knowledge of ArcGIS, including ability to create and edit maps
- Experience using Landscape: Land Conservation Software
- Experience using common land management tools such as chainsaws, brushcutters, and backpack sprayers, or willingness to learn
- Ability to operate tractors, ATVs, or snowmobiles
- Willingness to become DATCP pesticide certified and complete SAWW (Safety and Wood Workers) chainsaw trainings

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

Salary is \$35,000 - \$40,000 commensurate with experience  
Benefits include a healthcare stipend and Simple IRA plan

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.*