



Job Opening: Stewardship Coordinator

Join our small but energetic team to protect our forests, farms, meadows, and wetlands!

About Scenic Rivers Land Trust: Founded in 1988, Scenic Rivers Land Trust is a private 501(c)3 nonprofit dedicated to protecting the forests, farms, meadows, shorelines, and wetlands of central and southern Anne Arundel County. To date, Scenic Rivers has acquired 71 conservation easements, covering over 3,200 acres.

Scenic Rivers Land Trust seeks a full time Stewardship Coordinator to ensure that 100% of our conservation easements are annually monitored and properly managed, and to assist in outreach, program management, and other mission critical projects throughout the year. This position includes interacting with landowners, volunteers, donors, and contractors. Candidates must be detail and process oriented to ensure easement records are maintained to national accreditation standards. This position is field and office oriented, with the ability to work on a hybrid and flexible schedule, and the occasional need to work in the evening or on weekends. This position reports to the executive director. This position will require the use of a personal vehicle, with mileage reimbursed.

Responsibilities:

Stewardship of Protected Land

Scenic Rivers Land Trust is entrusted by the community to monitor and enforce the conservation easements it holds. The Stewardship Coordinator is responsible for managing our current conservation easement portfolio records. Most importantly, this includes managing the annual monitoring of every easement we hold (all 71 of them). The Stewardship Coordinator coordinates our Volunteer Stewards to visit and create reports for approximately 50% of our portfolio, and the Stewardship Coordinator visits and writes reports for the remainder of our portfolio. All conservation easement recordkeeping is under the Stewardship Coordinator's care – everything from landowner inquiries and easement violations, to annual, current condition, and baseline reports.

The Stewardship Coordinator also coordinates and implements our Invasive Control Program at Bacon Ridge Natural Area with Scenic Rivers staff, partners, contractors, and volunteers.

Grant Writing & Other Essential Projects

The Stewardship Coordinator collaborates with staff for researching and documenting possible funding opportunities, writing grants, and grant reporting, as well as supporting outreach events, donor database management, and communications.

Position requirements and preferences:

- Bachelor's degree in natural resources or related field preferred (or commensurate experience);
- Excellent verbal and written communication skills;
- Ability to work independently and collaboratively with members of a team;
- Ability to follow process and be detail oriented;
- Ability and passion to learn new skills and technology;
- Proficient in Microsoft Excel, Word, and PowerPoint;
- Familiarity with local ecosystems and/or invasive plants;
- Familiarity with ArcGIS and/or Salesforce a plus;
- Grant writing experience a plus.

Salary and Benefits:

- Starting salary range is \$40,000 to \$55,000 depending upon experience;
- Paid holiday, sick, and annual leave; and
- SIMPLE IRA retirement plan with an employer match of 3% of annual salary.

Start Date:

The successful candidate should be prepared to begin work in October 2022, or sooner.

To apply:

Please send cover letter and resume to Sarah Knebel, Executive Director, at Sarah@SRLT.org with “STEWARDSHIP COORDINATOR” in the subject line.

Opening announced: August 16, 2022