



TITLE:	Senior Preserve Manager	POSITION TYPE:	Full-time and Exempt (40 Hours/Week)
LOCATION:	Bedford Hills, New York Field and office-based position with limited hybrid opportunities.	REPORTING TO:	Vice President of Conservation

BACKGROUND and OVERVIEW:

Westchester Land Trust (WLT) is a conservation organization dedicated to preserving and restoring natural landscapes to benefit the communities we serve. We work with public and private partners to protect land in perpetuity in Westchester and eastern Putnam counties—a densely populated region under persistent threat from the pressures of development. WLT has protected 9,622 acres of land since our founding in 1988. We work across urban, suburban, and exurban areas to promote environmental stewardship, land preservation, and connections to nature. More than 1,360 acres of land are owned by the organization across a network of 34 preserves. Twelve preserves are open to the public, two are in the process of being readied for public access, and the remainder are closed to protect sensitive habitat.

WLT is committed to fostering a diverse, inclusive, and equitable culture while expanding the reach and impact of our programs through innovative partnerships, impactful land conservation, and stewardship. We are dedicated to continued listening, learning, and growth. As a result, we are adjusting our organizational systems, structures, and policies to increase equity, address opportunities for growth, and expand the spaces in our organizational culture for those who have not been historically included. WLT is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Diverse candidates and candidates with nontraditional backgrounds are encouraged to apply.

As WLT grows our protected lands portfolio through strategic, proactive land protection, the newly created position of Senior Preserve Manager will ensure a high standard of care for the land we protect and the people that love it. The Senior Preserve Manager will work with a multidisciplinary team of environmental, communications, and development professionals to advance a culture of care of land and people in a populous but ecologically diverse region. Habitats include the largest privately held saltwater marsh in Westchester County, a rare floating bog, meadows, and forests.

The Senior Preserve Manager manages a full-time Preserve Manager. The Stewardship Team currently includes 1.5 FTE Conservation Technicians; 2 to 3 seasonal Conservation Apprentices; and regularly hires licensed surveyors, arborists, professional engineers, general contractors, and other consultants. WLT anticipates department growth to correspond with land protection growth. The Senior Preserve Manager reports to the Vice President of Conservation, who leads the organization's land protection

and stewardship activities. The Senior Preserve Manager should plan, on average, to work 50% of the time in the field and 50% in the office, with seasonal fluctuations.

The ideal candidate is passionate about conservation and an enthusiastic ambassador for Westchester Land Trust's protected fee-owned lands that leverages conservation science, project management skills, and low- and high-tech solutions to embody a culture of care. Applicants should thrive in fast-paced, dynamic nonprofit and outdoor environments, and effectively collaborate across departments while prioritizing preserve management.

KEY RESPONSIBILITIES:

Time percentages are estimates over the course of a year, and may fluctuate depending on season, staffing, and weather conditions.

HABITAT MANAGEMENT and VISITOR EXPERIENCE (45%)

Position WLT as a regional leader in habitat restoration and management and ensure WLT's preserves are safe, welcoming, and accessible community spaces.

- Lead the development of comprehensive preserve management plans for new properties and update existing management plans to reflect best practices, planned restoration and visitor experience projects, and capacity.
- Direct major restoration projects from concept to permitting and compliance to contractor selection (RFPs, pre-bid walks, award contracts) to implementation and maintenance; ensure proper community engagement.
- Implement WLT's Nature for All: Creating a Culture of Care for Land and People and Trail Standards guidance documents to develop a detailed implementation plan to improve safety and accessibility across our preserve network.
- Generate story narratives and testimonials, photos, videos, and data to support stewardship collateral and messaging, such as interpretative signs, social media, and community gatherings.
- Build and nurture relationships with community partners including state and municipal agencies and colleagues at other conservation organizations.
- Work alongside the Preserve Manager, Conservation Technicians, Conservation Apprentices, and volunteers in the field; serve as a chief or assistant sawyer.

MONITORING and ENCROACHMENTS (15%)

Provide high-level supervision, discretion, and defense in support of WLT protected lands portfolio.

- Ensure compliance with Land Trust Alliance standards and practices.
- Establish modern property boundary surveys and property lines delineated for all preserves.
- Supervise annual preserve monitoring and reporting.
- Lead preserve encroachment resolutions.
- Consult with Conservation Easement Manager on easement violation and encroachment issues.

GIS ASSET MANAGEMENT (15%)

Serve as the organization's GIS asset manager and lead WLT's GIS efforts to increase efficiency and effective storytelling through maps.

- Maintain and update WLT's GIS assets.

- Leverage GIS to assist with stewardship and land protection planning, management, and reporting.
- Oversee the preparation and updating of preserve and trail maps.
- Provide GIS support to bolster organizational storytelling.

LAND PROTECTION SUPPORT (10%)

Work closely with the Vice President of Conservation to ensure a smooth transition from land protection project to nature preserve.

- Participate in the update of the organization's strategic conservation plan, including GIS cooccurrence modeling and mapping, data collection and analysis, and reporting.
- Provide GIS support to land protection projects.
- Assist with prospective land project site visits to provide a stewardship perspective.
- Support required due diligence when needed (i.e., land surveys, etc.).
- Help with estimating visitor experience, habitat management/restoration, and preserve opening costs of potential land projects.

ORGANIZATIONAL CAPACITY (15%)

Meaningfully contribute to a culture of care through organizational management, fostering and celebrating individual and team successes, and providing opportunities for mentoring and professional development.

- Set near- and long-term goals, work plans, and budgets for preserves with the Vice President of Conservation.
- Supervise and mentor the Preserve Manager.
- Work alongside the development and grants teams to prospect funding sources and support foundation relations with grant proposals, budgeting, reporting, and program implementation.
- Develop reports for the Board of Directors.
- Prepare annual property tax exemption forms.
- Serve as a WLT ambassador for outreach, education, fundraising events, and other projects and programs as needed.
- Other duties as assigned.

REQUIRED SKILLS:

- Minimum seven years' experience in stewardship, habitat management or ecological restoration, conservation, or a related field. Willingness to remain current on latest conservation research and practices.
- Proven leadership, management, and collaboration skills; inspire and bring together stakeholders around shared stewardship goals.
- Knowledgeable about the biota and natural resources and ecological challenges of the northeastern United States, particularly in suburban settings.
- Excellent interpersonal and communications skills, especially fostering meaningful relationships with colleagues, preserve visitors and neighbors, and conservation partners.
- Ability to thrive and be flexible to meet the needs of a changing landscape.
- Aptitude for interpreting and producing accurate, highly detailed, and technical documents.
- Deadline-oriented with strong organizational skills and the capacity to manage multiple projects.

- Mastery of ArcGIS. Proficiency with Microsoft Office and Adobe.
- Skilled use and maintenance of equipment including chainsaws, brush mowers, pole saws, etc.
- Ability to walk several miles over uneven, wooded, and wet terrain and work for long periods in challenging environmental conditions.
- Frequent travel within WLT's mission area; valid driver's license.
- Ability to work some evenings and weekends.

PREFERRED QUALIFICATIONS:

- Bachelor's or master's degree in environmental science, ecology, or a related field. ***Relevant experience or nontraditional training may be accepted in place of academic degrees.***
- Experience working with land trusts or similar conservation-focused organizations.
- Knowledge of nonprofit management, budgeting, and grants management.
- Experience using Landscape conservation software, or the facility to quickly learn.

PERSONAL ATTRIBUTES:

- Passionate about conservation.
- Strong interpersonal skills with a collaborative and inclusive leadership/management style.
- A strategic thinker who is flexible and adaptable to changing environments, conditions, and differing perspectives.
- A sense of humor.

WLT is committed to cultivating a staff that is representative of the communities we serve. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you're the right person for this job, we encourage you to apply.

SALARY and BENEFITS:

Compensation for manager-level positions at Westchester Land Trust ranges from \$78,000 to \$82,000, based on experience. Competitive benefit package includes health insurance, retirement plan/employer match, 12 paid holidays, and generous PTO.

TO APPLY:

Send resume and cover letter to info@westchesterlandtrust.org.

Your cover letter should answer the following: *Describe your connection to the stewardship of land. Describe a time when you led a project or developed a partnership that had a meaningful conservation impact. What strategies did you use to ensure its success and alignment with organizational goals, and what was the impact? What were the challenges? How might you apply a similar approach in this role?*

No phone calls or emails, please. Applicants will receive a notification to confirm receipt of their application. Notifications will be sent on a weekly basis. Successful candidates will be invited for an interview. Applications without a cover letter **will not be reviewed**. Applications will be accepted until the position is filled.

Westchester Land Trust is an equal opportunity employer and acts in accordance with applicable laws in all our hiring and employment practices.

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