



TITLE: Program Manager **POSITION TYPE:** Full-time and Exempt (40 Hours/Week)
LOCATION: Bedford Hills, New York **REPORTING TO:** President

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 9,250 acres of open space. We work across urban, suburban, and rural areas to promote environmental stewardship, land preservation, and connections to nature. More than 1,200 acres of land are owned by the organization, much of which are free and open to the public year-round.

WLT is committed to fostering a diverse, inclusive, and equitable culture while expanding the reach and impact of our programs through innovative partnerships, and 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.

The program manager will lead efforts to develop and implement dynamic conservation programs, cultivate community partnerships, and expand WLT’s conservation career initiatives. This role focuses on engaging underrepresented communities in urban, suburban, and rural settings, with a commitment to equity, inclusivity, and diversity. The manager will spearhead initiatives that drive change within the organization, explore new collaborations, expand WLT’s programmatic reach, increase understanding of the land-use needs of communities in our service areas, and increase financial support. This position requires flexibility to work on nights and weekends as needed.

Key Responsibilities

PROGRAM DEVELOPMENT and IMPLEMENTATION: 50%

- Experiment with innovative programming and new partnerships to expand organizational reach and impact, while strengthening existing programs.
- Serve as a leader on conservation topics and community engagement strategies, bringing fresh perspectives and insights to the organization.
- Manage program staff, including seasonal apprentices and field educators.

- Proactively seek out and incorporate diverse voices in program design and implementation.
- Work with WLT's stewardship and land protection teams to expand the organization's conservation career program aimed at fostering pathways for students and professionals into the conservation field.
- Evaluate and adapt programs to ensure alignment with the organization's goals, community needs, and industry best practices.
- Work alongside the development team to identify funding sources and support WLT's grant team with proposals, budgeting, reporting, and program implementation.

PARTNERSHIP DEVELOPMENT and RELATIONSHIP BUILDING: 25%

- Build and nurture relationships with community partners, including schools, local governments, nonprofits, businesses, and other stakeholders in urban, suburban, and rural areas.
- Facilitate collaborations with a focus on diverse, equitable, and inclusive engagement, particularly in underrepresented communities.
- Identify and establish partnerships that align with the organization's mission to promote conservation, regional land stewardship, and the protection of local food systems.

PROGRAM REPORTING and STORYTELLING: 25%

- Monitor and evaluate the impact of conservation programs and partnerships, using data to refine strategies and approaches.
- Report regularly to leadership and funders on program outcomes and impact.
- Gather storytelling anecdotes, photos, videos, and data points to collaborate with the communications team to generate content on conservation program themes.

SKILLS and QUALIFICATIONS

- Experience in conservation field, or a related field, with a strong emphasis on stakeholder engagement, community relationships, and program development.
- Experience working with urban, suburban, and rural communities, particularly in underserved areas.
- Experience with education or educational program development.
- Knowledge of conservation issues, nonprofit management, budgeting, grants, and environmental career pathways.
- Demonstrated experience in building diverse, equitable, and inclusive programs and partnerships.
- Proven ability to maintain relationships with community partners, including schools, nonprofits, local governments, and businesses.
- Bilingual or multilingual abilities, particularly in languages spoken by underrepresented communities within our service area.
- Strong network in the conservation or environmental space within Westchester County and surrounding areas, with the ability to leverage connections for program development and relationship building.

- Ability to engage and collaborate with underrepresented communities in a culturally competent manner, as well as a deep understanding of DEI principles and a demonstrated commitment to implementing them in program design, partnerships, and organizational culture.
- Proven leadership and collaborative skills, with the ability to inspire and drive change within an organization and bring together diverse stakeholders around shared goals.
- Excellent written and verbal communication skills.
- Ability to analyze program data, draw insights, and use findings to inform program improvements.
- Deadline oriented with strong organizational skills and the ability to manage multiple projects.

PREFERRED QUALIFICATIONS

- Bachelor's or Master's degree in environmental science, conservation, environmental education, public administration, 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.

PERSONAL ATTRIBUTES

- Passionate about conservation, community engagement, and DEI initiatives.
- A strategic thinker who is flexible and adaptable to changing environments and differing points of view.
- Strong interpersonal skills with a collaborative and inclusive leadership style.
- Motivated by making a positive impact on communities and the environment.
- 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 \$65,000 to \$75,000, based on experience. Competitive benefit package includes health insurance, retirement plan/employer match, 11 paid holidays, and generous PTO.

To Apply: Send resume and cover letter to info@westchesterlandtrust.org. Cover letter should answer the following: *Describe a time when you led a community engagement initiative or developed a partnership that had a meaningful impact. What strategies did you use to ensure its success and alignment with organizational goals, and what was the impact? How might you apply a similar approach in this role?*

No phone calls please. Successful candidates will be notified if selected for an interview. Applications without a cover letter will not be reviewed. Applications accepted until position is filled. Westchester Land Trust is an equal opportunity employer and acts in accordance with applicable laws in all of our hiring and employment practices.