



## **CONSERVATION AND STEWARDSHIP PROGRAM MANAGER**

### **Position Description**

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The Conservation and Stewardship Program Manager (CSPM) reports to the Executive Director and is responsible for managing LCHIP's competitive conservation grants program to insure it adheres to the high standards required by LCHIP's enabling legislation, and overseeing long-term stewardship of properties benefitting from past LCHIP awards.

#### **CONSERVATION GRANTS PROGRAM**

The CSPM works with partners from project development through completion, and with LCHIP Board members and industry professionals to conduct comprehensive reviews of all conservation grant proposals submitted.

- Understand and interpret LCHIP's enabling legislation, NH RSA 227-M, and Criteria, Guidelines, and Procedures;
- Assist in establishing, interpreting, and subsequently evaluating proposals against, natural resource funding criteria and priorities;
- Provide guidance and instruction to applicants to assist in project and proposal development;
- Lead LCHIP's natural resource review panel in evaluating all conservation grant proposals and preparing recommendations for the LCHIP Board of Directors;
- Work with grant recipients to develop deed and grant agreement terms; and to successfully complete projects;
- Review surveys, appraisals, environmental assessments, baseline documentation reports, and other due diligence submissions for compliance with LCHIP requirements.

#### **STEWARDSHIP PROGRAM**

- Manage LCHIP's conservation land and historic resource stewardship program:
  - Receive and track required annual monitoring reports submitted by stewards;
  - Process annual mini-grants to stewards meeting LCHIP reporting requirements;
  - Serve as primary liaison with stewards, responding to requests for approval, amendment, or interpretation of restrictions in consultation with Historic Resource Specialist and Executive Director;
  - Oversee part-time and/or seasonal stewards in carrying out cyclical field visits.
- Insure LCHIP's stewardship program aligns with Land Trust Alliance Standards and Practices for fee and easement stewardship and the Secretary of the Interior's Standards for the Treatment of Historic Properties; as well as providing responsible oversight of the State's interests, as required by statute.

#### **GENERAL**

- Independently manage work activities to support achievement of program goals.
- Develop and maintain positive working relationships with project partners and other funding agencies.
- Provide technical assistance, public information, education and training in land conservation and stewardship.
- Work cooperatively with other staff on parallel and shared duties;
- Carry out other tasks and duties as necessary or as directed.

## **QUALIFICATIONS**

- Bachelor's degree from a recognized college or university in a relevant field and at least two years' experience in land conservation and/or stewardship; each additional year of approved work experience may be substituted for one year of required formal education.
- Demonstrated interest in or experience with historic preservation desirable, but not required.
- Experience managing complex projects and developing and independently executing on work plans.
- The ability to interpret legal and statutory language.
- Strong written and verbal communications skills.

## **WORKING CONDITIONS**

This is a salaried, 37.5 hours/week position based in Concord, NH. A clean driving record and a dependable, insured personal vehicle are required for periodic statewide travel, which is reimbursed at the federal mileage rate.

The physical ability to visit land conservation and historic preservation project sites is required and may include hiking for several miles in rough, steep, or wet terrain and/or adverse weather, accessing heights, climbing ladders, entering confined spaces, and exposure to heat, cold, rain, ticks and other insects, mold, guano, etc.

## **COMPENSATION PACKAGE**

The CSPM will receive a highly-competitive starting compensation package to include (annually) a starting salary between \$47,000 - \$50,000; twenty-nine paid days off in addition to a generous sick time allowance, the option to participate in the [New Hampshire Retirement System's](#) defined benefit (pension) and/or deferred compensation (457 B) plans and access to the excellent [health, dental, life insurance benefits](#) afforded to classified state employees.