



**RED-TAIL**  
*Land Conservancy*

## **Position Title: Stewardship Manager**

Direct Report: Executive Director

Authority: Stewardship staff, Volunteers

### **Background:**

Red-tail Land Conservancy (RLC) is a nonprofit land trust for east central Indiana. Our mission is to preserve, protect, and restore natural areas and farmland while increasing awareness of our natural heritage. Using strategic planning to accomplish this mission, we have grown steadily since our inception in 1999. As of 2024, Red-tail protects nearly 2,900 acres of land.

Complementing our work to preserve natural areas, we foster conservation practices with landowners, engage volunteers in land stewardship activities, provide for outdoor recreation at our public nature preserves, and offer nature-based learning programs for youth and adults.

Red-tail protects vital wildlife habitat and works to connect the residents of east central Indiana with nature. A respected conservation organization, Red-tail collaborates with local organizations, universities, government agencies, and our east central Indiana community to promote conservation.

### **General Summary:**

The Stewardship Manager will plan, supervise, perform, and track stewardship on Red-tail Land Conservancy's protected land. The Stewardship Manager will serve as the primary contact for conservation easement and nature preserve-related topics and act as project support for land acquisitions. The Stewardship Manager will manage stewardship staff, liaise with partner organizations, and work with volunteers, members of the Board of Directors, and the Land Acquisition-Stewardship Committee. Additionally, the Stewardship Manager will assist RLC with fundraising and donor cultivation for stewardship programs and initiatives.

In addition to the specific responsibilities, skills, and qualifications outlined in the job description, a candidate should be able to work well in a small staff environment and possess the enthusiasm and flexibility to help a growing organization thrive. Like all other positions within the organization, occasional duties will be performed outside the position's typical scope of work.

This is a full-time position for mid-level professionals with supervisory experience. Benefits include paid time off, 11 paid holidays, a cell phone stipend, mileage reimbursement, and retirement benefits. Hours are moderately flexible day to day with occasional work on evenings and weekends. This position reports to the Executive Director and has authority over stewardship staff and volunteers. The salary range for this position is \$41,000-\$48,000, commensurate with experience and qualifications.

## **Roles/Responsibilities:**

- Perform stewardship and land management practices and techniques to preserve, protect, and restore properties owned and/or managed by Red-tail
- Monitor nature preserve and conservation easement properties; report and address any issues
- Design and implement adaptive management plans for new and existing properties
- Manage stewardship programs such as hunting, GIS, invasive species removal, and outreach
- Maintain property boundaries, signage, parking lots, and trails
- Produce reports and maps documenting stewardship activities, habitat restoration projects, and other activities and programs as needed
- Arrange and supervise contracted work, paid and in-kind, on Red-tail's properties
- Provide regular maintenance and/or arrange repair for stewardship vehicles and equipment
- Support land acquisition projects including landowner outreach, baseline inventories, project evaluations, and calculating stewardship costs for projects
- Supervise and train stewardship staff
- Supervise and train volunteers, both in and out of the field, in partnership with Red-tail staff as needed
- Build relationships with landowners, community members, land management professionals, the Board of Directors, and consultants
- Represent Red-tail at meetings, conferences, and other public events, occasionally providing presentations
- Work with Red-tail staff as needed for joint projects and events
- Assist in establishing organizational policies and procedures that align with Red-tail's mission, strategic plan, and the Land Trust Alliance's (LTA) Standards and Practices
- Maintain, distribute, archive, and update stewardship files on practices, maintenance, program finances, and other activities as per policy and LTA Standards & Practices
- Identify and author grants for funding stewardship programs to maintain a healthy budget
- Track interaction with contacts using Red-tail's constituent relationship management system
- Create and update stewardship projects and activities in Red-tail's project management system
- Other duties as assigned

*(Job description continues on next page)*

## **Skills and Qualifications:**

- Bachelor's Degree in Environmental Science or related field with at minimum three years of professional experience in land management or habitat restoration
- Experience with non-native species management and natural areas restoration
- Experience with land management equipment, particularly chainsaws, herbicides, tractors, backpack sprayers, and other tools
- Ability to lift and carry up to 40 pounds, bend, squat, etc. in the performance of daily activities
- Ability to work alone in remote natural areas, as well as in a highly collaborative team-based office
- Ability to identify plant and animal species as needed for land management activities
- Ability to work outdoors for long periods of time and willing to walk over varied terrain and deal with natural hazards on a regular basis
- Experience hiring and managing interns and staff
- Experience recruiting, training, and managing volunteers
- Ability to establish and maintain effective working relationships with colleagues, volunteers, land owners, funders, and other organizations
- Excellent oral and written communication skills
- Proficiency with Microsoft Office, Google Suite, email, and other common computer systems and general savvy to learn new computer systems
- Proficiency with GPS and ArcGIS
- Possession of a valid driver's license and reliable transportation
- Genuine interest and enthusiasm for land conservation as well as an appreciation and understanding of diverse land issues and landowner perspectives

## **Desired Skills:**

- Familiarity with the natural communities and native species of east central Indiana
- Experience and/or certification to complete prescribed burns
- Experience working with nonprofits or governmental organizations
- Ability to drive and operate a 4WD vehicle and tow a trailer
- Experience and comfort with public speaking
- Knowledge of project mapping and management programs (incl. Survey123, Collector, Little Green Light, Asana)
- Current CPR/First Aid certification or ability to obtain one after hiring
- Pesticide applicator license or ability to obtain one after hiring