

Center for Natural Lands Management



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Lands Management

POSITION DESCRIPTION

Stewardship Manager

Reports to: Director of Conservation Science and Stewardship
Location: State of California
Position: Permanent Full-time (1.0 FTE); Exempt (Salaried)
Compensation: DOE; with benefits
Application deadline: Open until filled, but for fullest consideration, please provide a complete application no later than August 7, 2020

Posting date: July 8, 2020

The Center for Natural Lands Management (CNLM) is a nonprofit 501(c)(3) organization, created in 1990, whose mission is the perpetual stewardship of natural and created conservation lands, sensitive species, and their resident ecosystems. Central to CNLM's mission and fundamental to its success are the principles of application of appropriate scientific information for conservation and restoration and rigorous cost estimation for managing conservation areas in perpetuity. Preserve stewardship activities are currently practiced in California and Washington, with one preserve in Oregon.

CNLM is culturally significant in its focus on high-value and vulnerable species, small populations, and sensitive habitats. All of CNLM's preserves have resident endangered species or encompass protected waters of the U.S. Over 60 (state or federal) listed species are protected on our preserves, mostly in California. They represent diverse taxa including plants, mammals, insects, birds, reptiles, and amphibians. Reflecting the diversity in species is the diversity in vegetation and abiotic features among the portfolio of preserves, ranging from oak woodlands to prairies, coastal sage scrub to vernal pools, desert sand dunes to valley foothill riparian. Further demonstrating the rarity and importance of protecting these preserves, some are sites where species previously thought extinct have been rediscovered (e.g., Pacific pocket mouse). In other cases, our preserves are the only location where a species may persist and sometimes new species are discovered on our preserves. For example, a new species of legless lizard, Bakersfield legless lizard, is protected on our Sand Ridge Preserve and in fact, the Preserve is the type locality of this species.

Such responsibilities require stewardship staff with a strong background in natural sciences, the ability to apply principles from conservation biology with experienced discretion, and a passion for contributing to conservation success through longterm, on-the-ground, management. To fulfill its conservation mission, CNLM has a well-established practice of selecting for and investing in excellent staff. In California, because of the geographic distribution of its preserves, staff are widely distributed and business is conducted with a virtual office model. Most staff, including most senior staff, maintain home offices and communication is more often by phone and email than by in-person meetings. CNLM maintains a business office in Temecula that, during non-COVID times, is populated by three staff including our Director of Administration.

In the State of Washington, CNLM focuses on conservation of the rare prairie and oak woodlands of Cascadia, especially those lands and habitats within the South Puget Sound Region. In that Region, CNLM aims to protect, restore habitats, and support recovery of rare species that are candidates for federal listing. Most Washington-based staff report to a CNLM office in Olympia, WA. CNLM has seven preserves in this state, six owned in fee and one over which we hold a conservation easement (CE).

CNLM's ~ 100 preserves collectively encompass over 80,000 acres, with new preserves added regularly. The preserves, most of which reside in California, vary in size from 3 to over 20,000 acres and are managed under direct ownership, conservation easements, or management contracts. Although CNLM's focus is on preserves in which we have a realty interest (fee or CE), we do provide conservation services for some partners. For example, we steward under contract the California Department of Fish and Wildlife (CDFW) owned, ~10,000-acre Santa Rosa Plateau Ecological Preserve in Riverside County, the City of Carlsbad's ~600-acre open space, and the ~1,300-acre County of Sacramento's Illa M. Collin Conservation Preserve. We steward and hold a stewardship endowment for the 134-acre CDFW Buena Vista Creek Ecological Reserve in San Diego County.

The Stewardship Manager is a new CNLM position and represents an exciting expansion in capacity to provide support for managing CNLM's preserve portfolio in California, Washington, and Oregon. He/she/they will additionally participate in acquisition of new preserves, conduct various tasks essential to CNLM's stewardship function, and provide support to the Director of Conservation Science and Stewardship (DCSS). Informed preparation, attentive execution, and rigorous documentation of stewardship plans are the core of CNLM's conservation mission: the Stewardship Manager will provide a key role in supporting these activities and contributing to the standards. Central to this position is working closely with the DCSS to ensure that the legacy of stewardship planning, implementation, and documentation serves as the foundation for future such activities and that stewardship and conservation science are appropriately dovetailed.

Although the Stewardship Manager will (initially) have no direct reports (no supervisor role), he/she/they will work closely with both the Regional Preserve Managers in California (currently four), the Thurston County Program Manager (Washington), and the California Preserve Managers.. He/she/they will provide quality control, standardization to the extent it is desirable, and stewardship support across California and Washington (and for stewardship staff in other states, if such positions develop). He/she/they will assist with and provide quality control on stewardship-related grants and contracts and provide any needed support for administrative tasks.

The Stewardship Manager will help ensure regulatory compliance with those related aspects of preserve stewardship and contribute to the development and documentation of CNLM preserve stewardship practices. He/she/they will assume responsibility for ensuring CNLM's stewardship-related licenses and permits are maintained and in good standing, including the standards and practices of the Land Trust Alliance, wildlife regulatory agency requirements, and California Department of Pesticide Regulation requirements.

The Stewardship Manager will participate in CNLM's policy-guided acquisition process for new preserves, whether mitigation-related or of other origin—preparing documents, coordinating stewardship staff activities, and providing quality control on stewardship-related documents including “PAR” reports. Currently, there are CNLM property acquisitions in process in California and Washington.

The Stewardship Manager will seek opportunities to advance CNLM's preserve stewardship through development of appropriate proposals for contracts and grants. Although always to be conducted with parsimony, efficiency, and mindfulness of the cost-benefit relationship, some travel to CNLM preserves and to stewardship staff locations will be required (if and when this can be safely conducted). This position requires maintenance of a home office for which CNLM provides a stipend.

RESPONSIBILITIES

- Provides coordination within and across states where CNLM conducts preserve stewardship to reinforce and further elevate standards and practices that are consistent with state and federal regulations, informed by conservation science, and based on CNLM's stewardship experience, practices, and policies
- Provides quality control for CNLM preserve management through review of stewardship practices and preserve status
- Reviews and elevates CNLM's institutional document filing practices to ensure stewardship history, experience, and practices are securely documented, filed, and accessible
- Ensures CNLM's stewardship documents are professionally prepared and content rich; provide quality control for and elevating the level of CNLM preserve work plans, annual reports, and management plans
- Ensures CNLM's stewardship-related licenses and permits are maintained and in good standing, including the standards and practices of the Land Trust Alliance, and requirements of such agencies as the US Fish and Wildlife Service (permits), California Department of Fish and Wildlife (CDFW), Washington Department of Fish and Wildlife, California Department of Pesticide Regulation, etc.
- Provides a coordination role for CNLM stewardship participation in acquisition processes—determining involvement of appropriate stewardship staff; developing budgets for contracts; coordinating with CNLM's Acquisitions Manager; providing quality control for preserve cost analyses ("PARs"); drafting and/or reviewing PAR cover letters; assisting in bringing acquisitions to completion
- Conducts cost analyses for new preserve acquisitions, when appropriate
- Provides and/or participates in training, as appropriate, for CNLM preserve stewardship staff
- Provides support for response to conservation easement issues and violations through drafting and reviewing CNLM documents, providing quality control, assisting in negotiating appropriate remedies and preventative strategies
- Provides support for preserve managers in the absence of a Regional Preserve Manager
- Becomes involved, as appropriate, with development of CNLM preserve stewardship budgets to ensure appropriate reinvestments and sufficient funding for critical tasks and responsibilities
- Seeks and develops opportunities to support CNLM stewardship through outreach and acquisition of supplemental funding through contracts and grants
- Participates in hiring actions for CNLM stewardship staff

- Works professionally and effectively with CNLM staff, project proponents, funders, and colleagues
- Participates in and provides organizational support for CNLM conservation science and stewardship meetings and events
- Works with and provides support to CNLM's Director of Conservation Science and Stewardship
- Fulfills other duties as assigned

REQUIREMENTS

- Master of Science (or Arts) degree (strongly preferred) in Natural Resource Management, Biology, Wildlife Ecology, Range Ecology, Botany, or related Biological discipline; or compelling evidence of equivalent experience and self-education that would result in understanding of core principles of conservation biology and stewardship of conservation lands
- Relevant experience in natural resources stewardship, with preference for experience in managing projects or preserves involving rare, listed, and/or sensitive species and valued conservation habitats

Effective relationship management skills that reflect ability to work effectively with staff relationships that span 360 degrees (supervisor, peer, etc.); demonstration of a management style that embraces respect for and learning from others and collaborative approaches to solving problems, resolving differences, and elevating the conservation purpose of the organization

- Experience in restoration, management, and/or monitoring of natural resources, with preference that that experience has occurred at least in part in California or Washington and with preference of some experience with listed species
- Effective project management skills and ability to structure time effectively and meet deadlines—including ability to coordinate staff diplomatically and effectively, and strong project-tracking skills
- Effective and professional written communication skills—with ability to both review and draft professional and content-appropriate documents that are distribution-ready
- Demonstrated effectiveness in working collaboratively and ability to professionally represent CNLM at public, internal, and multi-interest business meetings
- Possession of a work ethic that is quality-oriented, transcends a 40-hr work week frame when needed, and is driven by dedication to a more effective organization and better use of CNLM financial and human resources
- Ability to work efficiently and effectively with minimal supervision, and able to appropriately use initiative to meet goals; seeking advice and policy guidance when needed and appropriate
- Knowledge of or ability to quickly learn and effectively use CNLM's PAR App (Property Analysis Record) software, including the due diligence required for proper application of this financial tool
- Ability to operate from a home office, and to work effectively and efficiently in such an environment including the ability to communicate effectively using email, audio/video communication platforms, and voice-only communications

- Working knowledge of GIS and GPS technologies and associated software and a working knowledge of Windows 7 and 10 operating systems and PC applications such as Microsoft Office Suite; familiarity with statistical analyses and associated software is desirable
- Must have and maintain a valid (CA) driver's license and safe driving record
- Familiarity with federal, state, and local environmental legislation and codes such as the California and Federal Endangered Species Acts or ability to acquire relevant knowledge of such statutes quickly, and ability to work with appropriate discretion in a context involving listed species and regulatory requirements
- Ability to travel to meetings with Preserve stewardship staff in California and Washington and to CNLM preserves; sometimes requiring overnight travel (under conditions when it is safe to do so)

WORKING CONDITIONS

- Regularly communicates with CNLM staff and others through voice-over-internet, email, and audio/video communication platforms
- Occasionally required to hike through a variety of habitat types and terrain, walking over uneven ground, climbing over obstacles, and accessing remote locations
- Regularly sits or stands at a desk or computer workstation
- Some evening and weekend responsibilities required, including travel. The majority of travel would be within California, with occasional travel to Washington, and possibly other locations; some overnight travel (under conditions when it is safe to travel)
- Timing of work may be related to biological windows, fiscal deadlines, Board meetings, legal commitments, or other defining timeframes. As such, periods of heavy workload may occur.
- Frequent interactions with preserve stewardship staff—which may be issue driven and thus unpredictable and may result in periods of heavy workload
- Occasionally lifts, positions, or otherwise moves objects weighing up to 50 pounds.

The working conditions described here are representative in part of those that will be encountered by an employee in this position. Reasonable accommodations may be made to enable individuals with disabilities to successfully function in these working conditions.

The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. CNLM management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

CNLM is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital

status or sexual orientation, in accordance with federal and state law.

This position description does not constitute an employment agreement between the CNLM and the employee and is subject to change by CNLM as the needs of the CNLM and requirements of the job change.

Position open until filled but to allow fullest consideration, we request that interested individuals apply on or before August 7, 2020.

TO APPLY:

Qualified applicants must provide a letter of interest, a detailed resumé, and **TWO** examples of written communication for which the applicant was the sole or senior author (such as a report or publication)

Electronic submissions strongly preferred.

Email (preferred) or mail these materials to:

careers-sm@cnlm.org

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