



Stewardship Project Manager Job Description

Overview

The Land Trust of Napa County (LTNC) is a nonprofit conservation organization dedicated to preserving the character of Napa County by permanently protecting land. In its 47-year history, LTNC has protected more than 89,000 acres.

The Land Trust offices are located just outside of downtown Napa. We offer competitive salary, paid vacation and sick time, health, dental and vision insurance, retirement benefits and family friendly policies. Our team consists of motivated and passionate individuals who care deeply about our mission and enjoy working together.

The Stewardship Project Manager is a position within LTNC's Lands Department, designed to be the lead on major projects and activities across 22 protected natural areas (16,000 acres) owned by our organization. This newly created position is one of two Stewardship Project Manager positions within LTNC's Stewardship Program.

The Stewardship Project Manager reports to the Stewardship Program Manager and works as part of the land stewardship team.

Primary Responsibilities

- Serve as the lead on all aspects of designated preserve stewardship projects related to:
 - Rare, threatened and endangered species conservation and recovery
 - Restoration of native plant communities in coniferous forest, oak woodland, chaparral, meadow, riparian and associated systems
 - Quantitative monitoring and conservation science related to fire ecology, climate change resilience and adaptation, wildlife ecology and native plant community dynamics
 - Forest health and resilience, fuels reduction and wildfire risk mitigation
 - Prescribed grazing
 - Prescribed burning
 - Erosion control and prevention, stream restoration

- Working in coordination with the Stewardship Program Manager, research, identify, prioritize and initiate new preserve stewardship projects and grants
- Communicate and coordinate with LTNC stakeholders, conservation partners, local communities and the general public
- Carry out administrative duties related to personnel, grants, budgets and contracting

Specific Tasks:

Working in coordination with the Stewardship Program Manager:

- Manage all components of new and ongoing preserve stewardship projects including:
 - Grant research, writing, tracking and reporting
 - Budget development, tracking and reporting
 - Design, permitting and contracting
 - Insurance and risk management
 - Implementation and quality control
 - Post-project monitoring and reporting
- Present stewardship project information and updates to LTNC partners and stakeholders, local community members and members of the general public during meetings and events
- Supervise junior staff and preserve caretakers on designated stewardship projects and activities

Position Details

Work Environment: In addition to working within an office environment, this position requires a significant field work component. Field work entails exposure to variable weather conditions and natural hazards, such as poison oak, ticks, rattlesnakes, other wildlife, etc.

Physical Demands: Complete stewardship tasks in remote wildland areas involving off-trail hiking over rugged terrain and through dense vegetation. Lift and maneuver materials and equipment weighing up to 50 lbs.

Qualifications:

- Strong science background with a bachelor's degree or higher in conservation biology, environmental science, ecology, natural resources management or closely related field
- At least three years of demonstrated, successful work in land conservation and stewardship, including substantial experience managing land stewardship projects and personnel

- Experience successfully acquiring and utilizing funding for land stewardship projects, including grant research, writing, tracking and reporting
- Demonstrated knowledge of natural communities and systems of northern California, and ability to identify science-based land management priorities
- Strong written and verbal communication skills, and demonstrated ability to effectively communicate with a broad range of stakeholders and the public
- Strong people skills and the ability to work with individuals and groups with different backgrounds and viewpoints
- Working knowledge of mapping and spatial data management using ArcGIS Pro, and experience collecting spatial data in field using GPS units/tablets
- Excellent attention to detail, and the ability to work independently and be self-motivated
- Ability to attend evening and weekend meetings and events
- A high comfort level and past experience with field work in remote wildland areas involving off-trail hiking over rugged terrain and through dense vegetation

Salary is based on candidate qualifications and experience. The salary range for this position is \$65,000-\$80,000. Full employee benefits and retirement plan. Send cover letter and resume to mike@napalandtrust.org. No photographs or phone calls please. Please reference Stewardship2023 in your Subject line.