



# NORTHWOODS LAND TRUST

PO BOX 321, EAGLE RIVER, WI 54521-0321  
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## Position Description – Land Protection Specialist

**Northwoods Land Trust Mission:** The Northwoods Land Trust (NWLTL) promotes conservation by private landowners of natural shorelands, woodlands, wetlands and other natural resources, as public benefits for present and future generations. Based in Eagle River, the Northwoods Land Trust covers areas of Vilas, Oneida, Forest, Florence, Iron, Price and northern Langlade counties in northern Wisconsin's lake country. NWLTL primarily works with donations of conservation easements and conservation lands, with over 11,000 acres and 60 miles of lake and river shorelines protected.

**Supervision:** Executive Director, Northwoods Land Trust

### Overview of Position:

The Land Protection Specialist is a full-time position. The Land Protection Specialist provides professional technical support for conservation easements and conservation fee lands. The position works under the general direction of and in cooperation with the Executive Director, the NWLTL Board of Directors and NWLTL committees, and other staff to successfully manage and achieve the mission of the Northwoods Land Trust.

### Duties and Responsibilities:

Conservation Program (85%)

- Coordinate the stewardship of NWLTL-owned conservation lands, including development and implementation of management plans and coordination of volunteer assistance for management projects.
- Ensure that every conservation fee land project site is inspected at least once every year, and reports are filed to document those visits.
- With the Outreach & Monitoring Coordinator, develop and implement an effective conservation easement monitoring program, including coordination/scheduling/tracking/training and recognition of volunteers. Ensure that every conservation easement project site is monitored at least once every year, and reports are filed to document those visits. The Land Protection Specialist will be responsible for the annual monitoring of 25% of the conservation easement project sites each year.
- Assist with new property owner contacts and preparation of baseline documentation and other technical documents for new conservation easement and conservation fee land projects, including preparation of GIS maps on ArcGIS.
- Utilize the NWLTL MS-Access database to input and track land stewardship projects including annual monitoring reports, volunteers, and other data.
- Prepare and update conservation easement and conservation fee land files in accordance with the NWLTL record-keeping policy and conservation projects filing system. Maintain those files to meet national land trust accreditation requirements.
- Help develop and implement new landowner contact projects in NWLTL's service territory focusing on conservation targets identified in the NWLTL strategic plan.

- Help to develop grants, gifts, bequests and other contributions from government agencies, corporations, foundations, family and individual members and donors to support new conservation projects including land stewardship funding.
- Work to improve the technological capabilities of staff and volunteers for efficient and effective monitoring and baseline data collection using GPS, GIS and other tools including hardware and software.
- Help to prepare narrative and other report information for the Board of Directors, committees, and governmental and foundation grants.

#### Education & Public Relations (15%)

- Act as a spokesperson for the NWLT by assisting with conducting and coordinating educational programs, field tours, special events and presentations on the activities and objectives of the NWLT for lake organizations, conservation groups, service clubs or other organizations.
- Serve as a liaison for NWLT with conservation easement and land donors, with the understanding that they are also major donors for the organization.
- Help to prepare and distribute a membership newsletter three times each year, including conducting interviews and writing articles.
- Prepare, produce and distribute a landowner newsletter at least once/year.
- Help to prepare informational and educational brochures, publications and other materials to promote and support the activities of the NWLT.
- Assist with other administrative support tasks as requested for the operation and development of the organization.

#### **Minimum Qualifications:**

Education – Minimum of a B.A. or B.S. degree in the conservation of natural resources or a related field. Masters Degree preferred.

Experience – This position is expected to have direct experience with land trust-related conservation work including with conservation easements, conservation land acquisitions and conservation land management. A minimum of two years of professional experience with a land trust or conservation agency is required.

Skills – Must be detail oriented and self-motivated. Ability to work effectively with volunteers, boards and committees, private land owners and a wide variety of other groups and individuals; ability to plan, implement, monitor and evaluate conservation programs; ability to manage budgets, write grants and raise funds; excellent communication skills; effective writing skills; proficiency with computer applications and office systems including Microsoft Word, Excel, Access, Powerpoint and social media; and ability to work on a flexible schedule including nights and weekends. Familiarity with ArcGIS computer software is desirable.

#### **Wages & Benefits:**

This position is considered a regular, full-time employee of the Northwoods Land Trust, with benefits described in the Northwoods Land Trust Personnel Policy Manual. The employee will work on a salary basis.

The salary is dependent upon experience and is negotiated with the NWLT Executive Director. Starting salary is \$42,000 - \$47,000 plus benefits.

As a salaried employee, the Land Protection Specialist is expected to work a minimum of 40 hours/week, with evening and weekend hours included as needed on a flexible work schedule.

Payroll is on a monthly basis, the first working day of each month for the previous month. Time sheets are required to document the hours worked, and must be signed by the employee and submitted to the Executive Director by the end of each month.

**How to Apply:**

Application Deadline is March 20, 2018.

Qualified candidates should mail their resume and cover letter, with a list of three references, to:  
Bryan Pierce, Executive Director  
Northwoods Land Trust, Inc.  
P.O. Box 321  
Eagle River, WI 54521

Candidates attending the Gathering Waters Land Trust Conference March 8-10 should contact the NWLT Executive Director at the event.