



## Western Reserve Land Conservancy

land • people • community

### JOB POSTING

#### PROPERTY MANAGER

Western Reserve Land Conservancy has an immediate opening for a Property Manager. This full-time position reports to the Director of Land Stewardship and is located at our Conservation Center in Moreland Hills, Ohio plus various field locations.

#### BACKGROUND

Western Reserve Land Conservancy provides people with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are the largest land conservancy in Ohio and nationally accredited by the Land Trust Alliance. Serving an area of 20 counties from the Pennsylvania line to the Sandusky Bay, the Land Conservancy has permanently conserved more acreage than Cleveland Metroparks and the Cuyahoga Valley National Park combined. We work with private and public landowners, farming families, neighborhood development corporations, corporations, county park systems, local residents and many more to help create communities nourished by vibrant natural lands, working farms and healthy cities. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks statewide to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants, and philanthropic gifts from individuals, foundations and corporations.

#### POSITION SUMMARY

The Property Manager (“Manager”) oversees all activities related to the management of the Land Conservancy’s fee title properties and associated infrastructure. The Land Conservancy owns approximately 6,330 acres of land in northern Ohio. Several large preserves make up the majority of the land, but many other fee title properties are located throughout our service area including short-term holdings that will be transferred to partners in the near future. Management needs on Land Conservancy properties range from annual monitoring visits to demolition of structures to installation and management of park infrastructure. The Manager is a member of the Land Stewardship team, but works with all departments as single point of contact to maximize the ability of the Land Conservancy’s properties to operate efficiently and effectively, deeply engage stakeholders within our region, generate revenue, and advance our mission.

#### KEY AREAS OF RESPONSIBILITY

##### Property and Infrastructure Maintenance and Development

The Manager is responsible for tracking and completing or overseeing all property management activities on fee owned land including but not limited to security, maintenance, and installation of buildings and infrastructure; grounds maintenance; managing rental and lease agreements; managing and maintaining equipment; and hiring and managing contractors as necessary to complete property management work.

### Development and Implementation of Land Management Plans

In collaboration with the land stewards and other staff members, the Manager is responsible for developing and implementing the goals of the Land Conservancy's Land Management Plans (LMPs) for fee title properties and ensuring that the Land Conservancy complies with all conservation restrictions on our fee owned land. Developing LMPs includes creating budgets for annual property management, restoration, and long-term maintenance. LMPs may include developing sustainable timber harvest plans for generating revenue on targeted fee title properties. Additionally, the Manager works with the Conservation Team to create property management budgets during the acquisition phase of a project.

### Habitat Management and Restoration

The Manager is responsible for working with the Conservation Team to carry out and monitor habitat management and restoration projects associated with grant requirements and restoration projects initiated by the Land Conservancy in accordance with our LMPs. These types of projects include but are not limited to old-field management for various target species, maintenance of early-successional forest habitat, invasive species management, and stream and wetland restoration projects. The Manager works with the Conservation Team to complete the necessary fieldwork and documentation to ensure the success of the restoration project. The Manager may also be included in some aspects of drafting and reviewing restoration plans and developing and reviewing project budgets.

### Mission Engagement

The Manager is an ambassador for the Land Conservancy in the communities where we own property. The Manager meets with local government officials, residents, neighbors, and partners. The Manager works closely with other staff members to orchestrate the use of our properties to consistently and deeply engage a variety of stakeholders in our organization and our mission. Engagement activities may include Sporting Circle and general event preparation on fee title properties; volunteer program development on fee title properties such as developing "Friends of the Preserve" groups to help manage properties; and acting as an interpretive guide leading hikes, hunts, fishing outings, and hosting other events on fee title properties

### General Land Stewardship Program Support

The Manager is also responsible for generally supporting the Land Stewardship program. This may include a variety of tasks including working with the Land Stewardship team to complete and document annual monitoring visits to all fee title properties. Additional support may include assisting or managing the hunting program and sign program; coordinating scientific research request on fee land; and/or pre-acquisition property assessments for property management and stewardship related concerns and/or opportunities.

### Forest Management

As time and expertise allows, the Manager may work with CE landowners and other private landowners to develop timber harvest plans, contract with logging companies, and oversee timber harvests. Working with the Director of Land Stewardship and the legal department, the Manager develops and maintains contracts and fees for these services. Consulting forestry will generate revenue for the Land Conservancy's programs and ensure that landowners comply with CE terms.

## **EDUCATION, EXPERIENCE, CAPABILITIES**

- Bachelor's degree or technical degree from an accredited training institute, college or university in a natural resource-related field is strongly preferred, but experience in the field will be considered. A degree or certification in forestry is also preferred.
- Demonstrated commitment to and passion for the Land Conservancy's mission is essential.
- Extensive experience and knowledge of fieldwork, soil and water conservation, and other "working lands" and/or natural resource management areas.

- Park and preserve management experience such as trail design, construction, and maintenance; stream and wetland restoration design and construction; program design for both preserves and infrastructure associated with conservation such as kiosks, pavilions, and nature centers; supervising employees and volunteers; interacting with the public and donors; and managing budgets for all of the above.
- Proficient plant and habitat identification skills with an ability to categorize and describe major habitat types and components throughout the region.
- Adept at operating property management equipment such as mowers, brush cutters, chain saws, tractors, ORVs, power tools, etc.
- Mechanical aptitude and basic skills for service and repair of equipment; advanced skills for service and repair of equipment preferred.
- Understanding of HVAC, plumbing, and electrical systems of structures.
- Ability to drive automatic and standard transmission vehicles in all types of weather conditions – must have a clean driving record and possess or have the ability to obtain a commercial driver’s license (CDL).
- Ability to tow equipment and manage a trailer including connection, loading and unloading, and safe towing to and from work sites.
- Technical and general writing skills necessary to produce high quality LMPs, budgets, annual Monitoring Reports, database entries, and efficient and effective internal and external communication/correspondence.
- Proficient in using ESRI ArcGIS for creating and editing spatial data, creating maps, and performing all other GIS related tasks for property management preferred.
- Proficient in using cameras, GPS units, mobile mapping applications, and other GPS hardware and software.
- Proficient in using the Microsoft Office suite including Outlook, Word, Excel, Power Point, and Access.
- Ability to adapt to changing technology.
- Outgoing and dynamic personality with excellent communication skills and the ability to develop strong lasting relationships with a diverse group of staff, landowners, partners, suppliers, and other internal and external constituents.
- Respectful, energetic, team-player with a problem-solving approach and work ethic.
- Detail oriented, organized, ability to multi-task, and the ability to work in a fast-paced environment.
- Pro-active, logical and measured approach to internal and external conflict resolution and problem solving.

#### **PHYSICAL REQUIREMENTS**

- Ability to hike independently, quickly and efficiently in all kinds of weather throughout the entire calendar year on properties ranging from flat corn fields characteristic of Huron County, OH to steep slopes, forests, and wetlands characteristic of the Chagrin River Valley, the Grand River Gorge, and other natural features in Ohio and beyond.
- Ability to perform manual labor necessary for land management activities such as clearing trails and installing gates.
- Driving throughout northern Ohio and beyond on a regular basis.

**APPLICATION PROCESS**

Interested individuals should send a resume and cover letter to Bob Kissling, Director of Human Resources, at [rkissling@wrlandconservancy.org](mailto:rkissling@wrlandconservancy.org).

*Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. All qualified candidates will receive consideration for employment and not be discriminated against based on race, sex, sexual orientation, gender identity, age, color, religion, national origin, disability, genetic information, protected veteran's status, or other legally protected classification in the State of Ohio.*