STEWARDSHIP COORDINATOR
Job Description

General Responsibilities:
This position is responsible for the stewardship of conservation easements held and developed by the Wyoming Stock Growers Land Trust, beginning with the creation of Baseline Documentation Reports, funding applications and other due diligence as required, annual monitoring, and the management of archived, permanent files. The position reports to the Conservation Director.

Primary responsibilities and expectations are:

Completed Conservation Easement Monitoring

- Coordinate team in scheduling of monitoring visits with landowners or ranch managers and tour each property, or supervise the tour of each property, on an annual basis
- Ensure that the current condition of each property is fully documented
- Complete follow-up paperwork and maintain files documenting the annual monitoring visit
- Respond to landowner and third party inquiries in a timely manner, with sufficient input from the Conservation Director, Executive Director and/or Legal Counsel if so directed.
- Work with the landowner, and Conservation Director, Executive Director and/or Legal Counsel if so directed, to resolve any issues with the terms of the conservation easements held by the Land Trust

New Projects

- Create maps for the purposes of project review, grant applications and presentations
- Research, author and submit grant applications for project and operations funding
- Work cooperatively with team to complete conservation easements
- Author or review all Baseline Documentation Reports
- Develop Agricultural Land Easement Management Plans as required by NRCS-funded projects
- Work with team to explore opportunities for funding and administering term conservation easements, including management and grazing plans

Management of Archives

- Ensure complete and accurate files for completed conservation easements
- Assist with the initiation and completion of new projects and oversee the management of all documents including due diligence
- Ensure compliance with the Land Trust’s policies and the Land Trust Alliance’s Standards and Practices as they relate to Stewardship of existing easements and associated record keeping and reporting. Work with team to update policies as needed.
Entrance Requirements:

- Strong organizational skills and the ability to work independently, under deadlines and produce accurate work
- Excellent computer skills and proficiency with MS Office and GIS
- Tactful, possessing ability to work with high degree of personal and professional initiative and maintain confidentiality. Personal reliability essential
- Proven capacity to work effectively as a team player; willingness to participate in all facets of this unique Land Trust. Sense of humor not only helpful but critical!
- Commitment to the mission, programs and philosophy of the Stock Growers Agricultural Land Trust

Salary commensurate with experience.

Health, dental, and vision insurance provided. 401 (k) retirement plan.

The Wyoming Stock Growers Land Trust is an Equal Opportunity Employer.