

# POSITION DESCRIPTION

<b>POSITION TITLE</b>	Stewardship Manager
<b>LOCATION</b>	San Diego or Los Angeles, California
<b>JOB FAMILY</b>	Conservation
<b>JOB NUMBER</b>	450005
<b>SALARY GRADE</b>	6
<b>STATUS</b>	Salaried
<b>DATE</b>	July 2016



Protecting nature. Preserving life.<sup>®</sup>

<b>SUMMARY</b>	The Stewardship Manager develops, manages and advances conservation programs, plans and methods for large-scale geographic areas.
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The Nature Conservancy's California Program owns and manages nearly one hundred properties across the state in addition to more than one hundred fifty conservation easements and other engagements on non-owned lands. In addition, TNC partners with agencies, landowners and others in undertaking restoration and research. As a place-based organization, many lands and on-the-land activities require stewardship planning, implementation, oversight and outreach. The Stewardship Manager works in this arena. Activities are as varied as the conservation work and the landscape but focus is on land management, infrastructure and physical maintenance, and oversight and monitoring. The work requires close coordination and collaboration with other TNC conservation professionals at many levels and in multiple functions/departments.

The Stewardship Manager will develop, manage and implement stewardship programs, plans and methods for a large ecoregion and for projects with statewide application, and will have knowledge and work experience in the following functions:

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| <b>ESSENTIAL FUNCTIONS</b> | <ul style="list-style-type: none"><li>Supervision of natural resource professionals</li><li>Planning and implementation of preserve stewardship, including the maintenance of capital improvements and ecological resources</li><li>Sustainable agriculture and experience working on or with ranches or farms managed for conservation outcomes</li><li>Monitoring a portfolio of conservation easements</li><li>Managing information for a large real estate portfolio</li><li>Managing relationships with a variety of stakeholders, such as neighbors, tenants and owners of land underlying conservation easements</li><li>Maintaining preserve areas frequented by the visiting public and coordinating access</li><li>Strategic planning and project management</li><li>Ecology or the use of technology for conservation management</li></ul> |
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As part of the Stewardship Manager's ongoing professional development, he/she will be responsible for keeping abreast of new stewardship methods. In addition, they shall work to build and maintain relationships with stakeholders and in the local community where the Conservancy works.

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| <b>RESPONSIBILITIES &amp; SCOPE</b> | <ul style="list-style-type: none"><li>Manage multi-disciplinary administrative and professional staff, with responsibility for performance management, training and career development.</li><li>Gain cooperation from outside parties to accomplish program goals.</li><li>Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, assisting with budget development, and meeting fundraising targets.</li><li>Ensures program compliance with internal policies and external requirements.</li><li>Under minimal supervision, makes independent decisions based on analysis, experience and judgment.</li><li>May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.</li></ul> |
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| <b>MINIMUM QUALIFICATIONS</b> | <ul style="list-style-type: none"><li>BA/BS and 5 years' experience in natural resource management or equivalent combination of education and experience.</li><li>Experience with strategic planning and successfully driving projects to completion.</li><li>Experience communicating with the public and/or media both in writing and verbally.</li><li>Experience using applications such as Microsoft Word, Excel, and Web Browsers.</li><li>Experience with principles of land acquisition.</li><li>Experience performing physical work.</li></ul> |
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| <b>PREFERRED KNOWLEDGE, SKILLS &amp; EXPERIENCE</b> | <ul style="list-style-type: none"><li>Supervisory experience.</li><li>Experience in training and curriculum design.</li><li>Experience negotiating complex agreements.</li><li>Strong analytical skills</li><li>Knowledge of land management conservation practice and conservation science.</li><li>Ability to explain conservation practices to technical and non-technical audiences</li><li>Knowledge of current trends and practices in conservation, land management, and natural resource preservation.</li><li>Completing tasks independently with respect to timeline(s).</li><li>Excellent communication skills via written, spoken and graphical means in English and other relevant languages.</li></ul> |
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	Accountability for Outcomes	Pushes for excellence. Establishes challenging goals for self and others to drive performance in support of the Conservancy's mission. Rewards behavior that achieves these standards and is aligned with the organization's mission/ values. Takes action to address performance problems in a timely and appropriate manner.
	Builds Organizational Capability	Builds or adapts organizational structures to accomplish the mission and to improve performance. This includes reorganizing organizational systems, structures, processes, procedures, communication channels or reporting relationships. With the Conservancy's strategic filter in mind, determines who can contribute, gets the right people involved, and builds bench strength for the future.
	Collaboration & Teamwork	Shows a willingness to put the needs and goals of a global organization before personal/local/departmental needs. Works with others across organizational boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results.
<b>ORGANIZATIONAL COMPETENCIES</b>	Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
	Courage & Decisiveness	Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.
	Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
	Influences for Results	Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.
	Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
	Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military or veteran status or other status protected by law.*