



M A N A D A  
C O N S E R V A N C Y

## Conservation Easement Steward

### Overview

Manada Conservancy, an established land trust based in Dauphin County, PA, is seeking a Conservation Easement Steward to support our efforts to preserve and protect land in our region for the benefit of all. Working closely with and reporting to the Executive Director, this part-time position has primary responsibility for stewarding our conservation easements for the Conservancy. It includes a competitive compensation package, flexible hours, and a friendly, caring, and inclusive work environment.

To apply, please submit your résumé and a cover letter to Will Dingman at [WDingman@manada.org](mailto:WDingman@manada.org).

This position will remain open until a suitable candidate is selected.

Manada Conservancy is an Equal Opportunity Employer committed to diversity, equity, inclusion, and belonging.

### Mission

Manada Conservancy is a land trust dedicated to preserving the natural, historic, agricultural, and scenic resources of Dauphin County through land conservation, environmental education, and community engagement.

### Vision

Manada Conservancy envisions communities in which preserved land is abundant, native habitat is restored, and conservation is widely understood and practiced for the benefit of all.

### Guiding Principles

- **Personal connection with nature:** Manada Conservancy believes that a personal connection with nature increases wellbeing for individuals and for our communities. We will promote and inspire a personal connection with nature for everyone we serve.
- **Conserving irreplaceable resources:** We believe that Dauphin County's natural resources enrich our communities, maintain the health of our environment, and increase our resilience to climate change. They are irreplaceable and their conservation is our highest priority.
- **Restoring natural environments:** The Conservancy is committed to diligent stewardship of our owned and eased properties and to supporting others in their stewardship efforts. We strive to restore habitats to their natural state by activities such as improving riparian buffers, removing invasive species, and promoting the use of native plants in landscaping.
- **Fulfilling our promise to future generations:** Manada Conservancy recognizes its responsibility to conserve the natural assets for current and future generations. We will remain

organizationally and fiscally robust, consistently use the best available information to guide decision-making, and ensure the availability of resources to care for our properties and easements in perpetuity.

- **Building awareness:** The Conservancy's success is contingent on raising awareness of the importance of a healthy natural environment to the health of the communities we serve and to global health and resilience. We will serve as a scientifically sound and trusted voice regarding conservation matters. We will use all our resources – our natural, financial, and particularly our human resources - wisely and with integrity to benefit and ensure the trust of the community.
- **Seeking collaboration:** Given the importance and breadth of our mission, Manada Conservancy will actively seek collaborations to increase our impact. We will offer our knowledge, capabilities, and energies to other organizations including other land trusts, state and local governments, other non-profits, and businesses that support conservation. We will expand our engagement to include new partnerships, including organizations that serve communities historically underrepresented in conservation efforts and access to the natural world.
- **Engaging all authentically and respectfully:** Manada Conservancy believes that there is both community benefit and personal reward in working together with passionate, thoughtful individuals to advance a common cause. Our work within the Conservancy, with our partners, and with all other stakeholders will therefore be grounded in authenticity and respect. We will honor the diversity of Dauphin County by listening attentively to its people and offering our experience and assistance to those who seek it. We will provide informative programming and engage with the many communities that comprise this region.

## Organizational Profile

**Founding:** A 501(c)(3) land trust in operation since 1997

**Service Area:** South Central PA, primarily Dauphin County (pop. 278,000; land area 558 square miles), home to portions of the Kittatinny Ridge, Swatara Creek, and Susquehanna River and State Capital, Harrisburg

**Volunteer board:** 11-19

**Staff:** ~4.5 FTE

**Number of members:** ~500

**Acres protected:** ~2900

Owned: ~212, 10 parcels

Eased: ~2729, 36 parcels

**Operating budget:** ~\$360,000

**Operating reserve:** ~\$180,000

**Endowment:** ~\$390,000

**Partners include:** PA Dept. of Conservation and Natural Resources, The Nature Conservancy, PA Audubon, Kittatinny Coalition, Fort Indiantown Gap Army Compatible Use Buffer program, Tri-County Regional Planning Commission, Dauphin County Woodland Owners Association

**Educational programs (adults and children's):** 5/year; total ~200 attendees

**Native plant sales:** spring and late summer

**Riparian buffer plantings:** ~35 in total, >5,000 trees

## Conservation Easement Steward Position Description

This is a part-time, hourly, exempt position with an hourly rate range of \$20 to \$23 per hour, depending on qualifications and experience. Average work week will consist of 20 hours with flexible scheduling.

The Conservation Easement Steward (CES) is responsible for the stewardship of the conservation easements held by Manada Conservancy. The CES receives direction and operational oversight from the Executive Director (ED). The ED and CES are guided by the organization's Strategic Conservation Plan and by recommendations from the Land Protection Committee.

### Responsibilities:

1. The CES, in consultation with the ED, executes the primary preservation commitment of Manada Conservancy, through the monitoring of preserved properties and review/investigation of conservation easement violations or other property infringements.
2. Perform site visits and property evaluations. This will sometimes require the CES to hike in undeveloped terrain.
3. Collect property information and create baseline documentation to satisfy legal and Land Trust Accreditation Commission requirements and facilitate future property stewardship.
4. Use GPS, GIS, and technical data to analyze and document conservation values and create conservation maps.
5. Ensure program compliance with internal policies and external requirements, including Land Trust Alliance Standards and Practices.
6. The CES investigates potential violation issues, amendment requests, legal issues and special needs for any of our preserved properties and works with the ED to resolve the issue.
7. The CES maintains all easement files according to Preservation Record-keeping policy.
8. The CES staffs Land Protection Committee meetings with the Land Protection Director (LPD). The CES updates the Committee on the status of Baseline and Monitoring Reports and easement issues.
9. In collaboration with the ED, the CES may assist in presenting potential violations to the Board of Directors at Board meetings when necessary. The CES, in coordination with the ED, then leads the process through the required approval steps to resolve the violation.
10. The CES may serve as the secondary staff person to complete land protection projects undertaken by the organization. This may involve attending key meetings as the project second and remaining aware of and involved in the progress and completion of conservation easement and fee acquisition projects in adherence to our internal Project Checklist and procedures.
11. The CES fosters and participates in partnerships which further the Manada Conservancy preservation mission and which help to achieve larger landscape and public benefit goals shared by Manada Conservancy, such as improving water quality in the Chesapeake Bay watershed and promoting an unbroken migration corridor in the Kittatinny Conservation Landscape, among others.

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12. In coordination with the Executive Director, Land Protection Director, and Land Protection Committee, the CES assists in preparation of the annual budget request for the Land Protection Committee for the coming year.

Physical Activities:

This position sometimes requires hiking in undeveloped terrain, carrying a light load. Occasionally, these hikes could be a few miles in length and include an elevation change of several hundred feet.

Qualifications (strongly preferred by not required):

A Bachelor's degree in a conservation-related field, land use planning, or real estate and at least two years of experience related to land protection

Knowledge of conservation easements

Experience with landscape conservation software

Must possess and maintain a current valid driver's license.

Supervision:

The CES reports to, and is under the supervision of, the ED.