



Conservation Manager

Position Summary

The Conservation Manager is a full-time, salaried position responsible for conservation and land acquisition contracts and projects. Additional duties include overseeing a wide variety of capital improvement projects. This position reports to the Stewardship Director.

Purpose

Demonstrate ACRES commitment to protecting land forever by managing contracts and projects in an accurate, timely and thorough manner. Develop and maintain relationships that promote trust within the communities we serve.

Essential Functions

- Create, maintain and update contracts as necessary. Types of contracts include but are not limited to: USDA Farm Bill programs, farm leases, trail maintenance contracts, home rentals, constructions, partnership agreements, purchase agreements and conservation easements.
- Plan and coordinate a wide variety of projects related to land stewardship and land acquisition. Types of projects include, but are not limited to: construction, land acquisition, restoration, mitigation, and equipment procurement.
- As time allows, assist with hands-on restoration projects such as tree plantings and prescribed burns

This is not an all-inclusive list of responsibilities or tasks. Other duties will be assigned as required by the organization.

Required Qualifications

Degree(s) or specialized training in natural resources, contract management, business, or related field. Ability to coordinate multiple projects simultaneously. Ability to work independently while ensuring that sufficient interaction occurs with other ACRES staff. Ability to maintain confidentiality and use appropriate judgment in handling information and records. Ability to work accurately with attention to detail. Ability to consistently demonstrate ACRES' high organizational ethics and standards of conduct. Strong interpersonal and communication skills. Valid operator's license. Proficient in computer use including Microsoft Office. Two years of related experience.

Preferred Qualifications

Experience with non-profit organizations, GIS, real estate transactions, habitat restoration, natural resource management.

Working Conditions

Majority of work is performed in a typical office environment with occasional travel and outdoor conditions. Position requires occasional evening and weekend availability.

Hours, Salary and Benefits

This position is a full-time, salaried position and is eligible for full benefits. The salary range for this position is \$45,000 - \$55,000 and will be based in accordance with candidate experience and expertise.

To be considered for this position, submit your (1) cover letter and (2) resume to ACRES Administrative Director, Jenna Biggins at jbiggins@acreslandtrust.org or mail to ACRES Land Trust, PO Box 665, Huntertown, IN 46748-0665