

Indiana Stewardship Operations Specialist

Who We Are:

The mission of The Nature Conservancy (TNC) is to conserve the lands and waters upon which all life depends. As a science-based organization, we develop innovative, on-the-ground solutions to the world's toughest environmental challenges so that people and nature can thrive. Our work is guided by our values, which include a [commitment to diversity](#) and respect for people, communities, and cultures. From a rewarding mission to career development and flexible schedules, there are many reasons to love life #insideTNC. Want to know more? Check out our [TNC Talent playlist on YouTube](#) to hear stories from staff, or visit [Glassdoor](#).

One of TNC's primary goals is to cultivate an inclusive work environment so that employees around the globe have a sense of belonging and feel that their unique contributions are valued. We know we'll only achieve our mission by hiring and engaging a diverse staff that reflects the communities in which we work. Recognizing that people bring talent and skills that have been developed outside the scope of a job, we take a holistic approach to recruitment that considers life experience in addition to the professional requirements listed in our postings. Please apply – we'd love to hear from you. To quote a popular saying at TNC, "you'll join for the mission, and you'll stay for the people."

What We Can Achieve Together:

The **Stewardship Operations Specialist** will work towards meeting the strategic priorities of the program by implementing tactics for approved plans and completing day-to-day tasks and activities. They will provide core operational services to the Stewardship program such as: oversight of property tax payments and the TNC hunting program; maintain budget summaries across all Stewardship Team budgets; support the contract management process; and support logistics planning. The Specialist will be responsible for collecting, maintaining, and summarizing various types of data, from inventory records, preserve documentation, and research archives. May include the curation of GIS data or producing maps in GIS software to assist in the production of reports. They will respond to inquiries about program activities, create program materials, and draft correspondence, and be well versed in the systems and resources utilized by the team to execute assigned tasks. The Specialist will provide guidance in satisfying administrative requirements based on extensive knowledge of policies and procedures; provide support and targeted training related to the functional area of the team; and implement processes and practices to improve effectiveness. They will communicate with staff in various programs across the Conservancy, as well as donors, volunteers, vendors, and business relations. They will communicate or distribute information to assist staff in making decisions, solving problems, and improving workflow.

Responsibilities & Scope

- Work within scope of program's strategic goals.
- Act independently on assigned tasks and exercise independent judgment based on analysis and experience, referring difficult questions and unusual problems to supervisor.
- Coordinate projects with several variables, working within a defined timeline and budget.
- Demonstrate sensitivity in handling confidential information.
- Perform non-routine analysis, research, and follow-through.
- Ensure compliance with Conservancy policies and procedures, and external (donor/legal/IRS) requirements.
- Financial responsibility includes purchasing, processing invoices, contracting with vendors, and budget preparation.
- May act as a resource to others to solve problems and act in supervisor's stead when instructed.
- May supervise administrative and/or volunteer staff, including training and professional development.
- Provide input through project teams for the improvement of existing programs.
- Travel and work flexible hours as needed.
- Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.
- Work is diversified and may not always fall under established practices and guidelines.

This is a full-time position based at our office in Indianapolis, Indiana with remote work from home available up to 2 days a week. Some travel to preserves and offices across Indiana and the Midwest will be required occasionally to assist with meetings, events, field work, and other projects.

We're Looking for You:

The Nature Conservancy in Indiana is seeking a **Stewardship Operations Specialist** to provide core services to the Stewardship Team, responsible for managing 34,000 acres of land across Indiana. If you are a highly organized, motivated, diplomatic problem solver with the ability to adapt easily to changing workflows, this is the place for you! The Indiana Stewardship team values this position as fundamental to our state and regional conservation goals. The ideal candidate will love administrative and operational processes; have exceptional communication and collaboration skills; and experience executing operational duties. This is an exciting career opportunity for someone wanting to develop a robust operational skillset with the opportunity to grow within the position. You will make a difference for people and nature with the world's leading conservation organization!

What You'll Bring:

Minimum Qualifications:

- Bachelor's degree and 2 years related experience; or equivalent combination.
- Experience coordinating and improving administrative processes.
- Experience generating reports and interpreting data.
- Experience in business writing, editing, and proofreading.
- Experience organizing time and managing diverse activities to meet deadlines.
- Experience working across teams and communicating with a wide range of people.
- Experience using common software such as Microsoft Word, Excel, and web browsers; and field related software such as GPS, ArcGIS Pro and ArcGIS Online.

What We Bring:

Since 1951, The Nature Conservancy has been doing work you can believe in protecting the lands and waters that all life depends on. Through grassroots action, TNC has grown to become one of the most effective and wide-reaching environmental organizations in the world. Thanks to more than 1 million members, over 400 scientists, and the dedicated efforts of our diverse staff, we impact conservation throughout the world!

The Nature Conservancy offers a competitive, comprehensive benefits package including: health care benefits, flexible spending accounts, 401(k) plan including employer match, parental leave, accrued paid time off, life insurance, disability coverage, employee assistance program, other life and work wellbeing benefits. Learn more about our benefits at in the [Culture Tab](#) on nature.org/careers.

We're proud to offer a work-environment that is supportive of the health, wellbeing, and flexibility needs of the people we employ!

Auto Safety Policy:

This position requires a valid driver's license and compliance with TNC's Auto Safety Program. Employees may not drive Conservancy-owned/leased vehicles, rental cars, or personal vehicles on behalf of the Conservancy if considered "high risk drivers." To learn more about the Auto Safety Program, visit <https://www.nature.org/en-us/about-us/careers/recruitment/> under the FAQ section.

Employment in this position will be contingent upon completion of a Vehicle Use Agreement, which may include a review of the prospective employee's motor vehicle record.

Salary Information:

The starting pay range for a candidate selected for this position is generally within the range of \$57,500 - \$60,500 for annual base salary. This range only applies to candidates whose country of employment is the USA. Where a successful candidate's actual pay will fall within this range will be based on a variety of factors, including, for example, the candidate's location, qualifications, specific skills, and experience. Please note countries outside the USA would have a different pay range in the local currency based on the local labor market, and not tied to USA pay or ranges. Your geographic location will be confirmed during the recruitment.

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

Apply Now:

Visit <http://www.nature.org/careers> and use job code 56588 to apply today! Applications are reviewed in the order in which they are received, and the position will be closed once a strong candidate pool is identified.

Our Competencies:

BUILDS RELATIONSHIPS	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
COLLABORATION & TEAMWORK	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
COMMUNICATES AUTHENTICALLY	Communicates proactively and in a timely manner to share information, address important issues, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
DEVELOPS OTHERS	Takes ownership to help develop others' skills, behaviors, and mindsets to help them strengthen their workplace contributions.
DRIVES FOR RESULTS	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
LEVERAGES DIFFERENCE	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholders. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
SYSTEMS LEADERSHIP	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

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 people 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 orientations, gender identities, military, protected veteran status or other status protected by law.

TNC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to applyhelp@tnc.org with Request for Accommodation in the subject line.

For Internal Reporting:

POSITION TITLE:	IN Stewardship Operations Specialist
JOB TITLE:	Operations Program Specialist I

JOB FAMILY:	Operations
JOB NUMBER:	700040

SALARY GRADE:	5
STATUS:	Salary; full-time; regular

PS JOB ID #:	56588
DATE:	March 2025