



POSITION DESCRIPTION

TITLE:	Director of Lands and Ecological Management
LOCATION:	McLane Center
HOURS:	Monday-Friday, 9:00 am – 5:00 pm, one-hour lunch. Additional hours may be required as necessary.
SCHEDULE:	35 hours per week, full-time exempt (salary paid) staff position. Schedule may vary according to needs.
FUNCTION:	This position will support the mission of New Hampshire Audubon: <i>to protect New Hampshire's natural environment for wildlife and for people</i> , by managing ecosystems and habitats within the legal interests for all of New Hampshire Audubon's statewide system of land and property holdings including wildlife Sanctuaries, conservation easements and management agreements. This position supervises Sanctuary staff and volunteers.
SALARY RANGE:	\$45,000 - \$50,000 annual salary. Competitive benefits package.

Essential Work Functions:

Direct and manage all aspects of NHA's statewide system of land and property holdings:

- Develop and implement long-term vision and strategic plan for NHA's lands.
- Develop and implement annual work plans and budgets for Sanctuary maintenance and management.
- Develop and monitor annual department budget.
- Implement Best Management Practices to support wildlife habitats, biological diversity, and maintain ecological integrity at NHA properties.
- Collaborate with the NHA staff on internal and external communications regarding Sanctuary activities and land protection projects.
- Manage and oversee NHA properties with public access accommodations including, but not limited to the creation and maintenance of hiking trails, and information resources such as Sanctuary signs and trailhead kiosks with guides and brochures, to the highest possible standard.
- Manage and maintain Sanctuary boundaries.
- Coordinate with the Finance staff to ensure that annual tax exempt forms are filed in a timely manner.

- Hire, direct, and manage seasonal staff and volunteers, for field research, land monitoring, and/or education functions at wildlife Sanctuaries.
- Provide timely responses to land use conflicts.
- Represent NHA at local meetings that affect Sanctuary property such as planning board and conservation commission meetings.
- Ensure annual monitoring and enforcement of conservation easements.
- Serve as staff liaison on the Sanctuaries Committee and report updates to NHA staff and board.
- With education staff, promote educational and recreational use of NHA properties.
- Demonstrated ability in project management including initial scoping & proposal, key stakeholder involvement & implementation, and progress/final reporting to stakeholders and funders.
- Participates in and enhances NH Audubon's culture of philanthropy when working with volunteers, partners, and contractors.
- Knowledge of tool safety, usage, and maintenance as it pertains to multi-use trail surveying, building, and maintenance.
- Collaborate with supervisor and other staff to propose new grant projects to local, state, and federal funders.
- Must be proficient in managing files within the Microsoft cloud environment including SharePoint & Office Suite
- Performing other duties as assigned.

LEADERSHIP: Reports to the Director of Conservation Programs

WORKING CONDITIONS: Excellent; non-smoking environment.

QUALIFICATIONS:

Education: Bachelor's degree in Natural Resources Management or related field required; Master's degree preferred.

Experience: Five to seven years experience in land management with a property base greater than five thousand acres preferably in a non-profit setting required. Must have knowledge of and experience with wildlife habitat inventory, management and enhancement techniques and an understanding of forestry practices. Map, compass and GPS expertise required with the ability to read deed descriptions and locate ground boundaries required. Experience with GIS computer mapping skills highly desirable. Building, ground maintenance and basic carpentry a plus. Must have basic organizational and budgetary oversight skills. Strong managerial and leadership skills required. Must have excellent verbal and written communication skills, ability to make independent decisions, management and supervisory skills with the ability to work effectively within a diverse community.

Skills, Traits and Characteristics

Necessary for Success: Requires exceptional interpersonal and collaborative skills, attention to detail, financial acumen, superior problem solving skills, solid communication skills and a high degree of organization. Must have the ability to prioritize and complete work tasks on time in a complex and dynamic workflow, a positive attitude, excellent customer service

skills, ability to work independently, and a professional and courteous manner.

Physical Demands:

To perform the essential functions of the position, the following applies: excellent physical condition including standing, stretching, bending, walking, lifting and transporting a minimum of 50 pounds, tolerance for variable weather conditions, ability to hike over varied terrain for long distances and tolerance for biting insects. Must be able to climb stairs as well as be physically and mentally capable of performing multiple tasks under extended heavy pressure and be able to function in a fast paced environment. Must be able to operate small water craft including canoe, kayak and motorboat. Must have valid driver's license and be comfortable driving four wheel drive vehicles. CPR and first aid training required.

NH Audubon is a welcoming inclusive organization that is committed to ensuring people of all backgrounds and abilities are welcome and respected. NH Audubon provides equal employment opportunities to all employees and applicants for employment without regard to sex, race, color, religion, national origin, marital status, age, sexual orientation or Vietnam Era/Disabled Veteran status, age, disability, or genetics. In addition to federal law requirements, NH Audubon complies with applicable state and local laws governing nondiscrimination in employment in every location where NH Audubon has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

See more at: <https://www.nhaudubon.org/lands/>

How to Apply:

To apply, please email a resume and cover letter to Anne Purington at apurington@nhaudubon.org with "Director of Lands Search" in the subject line.

Position is open until filled, but candidates will be screened & interviewed starting December 15.

DATE: November 2021