



POSITION: CONSERVATION PROGRAM MANAGER

The Kiawah Conservancy seeks candidates for the position of Conservation Program Manager. This full-time position is open until filled.

About Kiawah Conservancy: The Kiawah Conservancy (Conservancy) is an accredited and well-respected local land trust, having protected 2,273 acres on and around Kiawah Island, South Carolina. For over 20 years, the Conservancy has worked to protect important natural habitats for plants and wildlife, to research the ecological components that contribute to the sustainability of Kiawah Island's unique flora and fauna, to implement habitat restoration programs, and to connect people with nature. The Kiawah Conservancy maintains an office with a full-time staff of four at Kiawah Island, and is an equal opportunity employer that values diversity of all kinds in the workplace. Visit kiawahconservancy.org for more information.

About the Position: This position reports to the Executive Director. Candidates for this position will be prepared to provide significant guidance and management of the Conservancy's land conservation and land stewardship efforts, at the direction of the Board of Trustees. Other key tasks will involve the management of the Conservancy's "Naturally Kiawah" Habitat Recognition Program, coordinating wildlife research efforts in support of the Conservancy's mission, serving as a staff liaison to several advisory committees, assisting with Land Trust Accreditation renewal and managing GIS data. Some supervisory responsibilities are associated with the position. This position will work from our main office at Kiawah Island. Intelligence, attention to detail, organizational skills, teamwork, flexibility and good judgment will be critical to success. In addition to working with our staff, you will also have frequent interaction with volunteers, the Conservancy's Board of Trustees and community partners. The position will require a mix of office and administrative work, as well as substantial field work across Kiawah Island and other nearby conservation lands held by the Conservancy.

Key Responsibilities:

Land Protection (50%)

- Management of fee-simple and conservation easement acquisition projects in accordance with Kiawah Conservancy policies and procedures
- Conservation easement drafting and review
- Performing necessary due diligence in coordination with real estate closings

- Coordinating appraisals, title reports / opinions, and donor materials (written acknowledgment letters, Forms 8283, etc.) associated with land projects
- Creating and/or coordinating the completion of baseline documentation reports for conservation easements and “Habitat Assessments” for fee-simple property acquisitions
- Working closely with landowners to complete property donations and purchases (including bargain sales) as well as conservation easement conveyances
- Maintaining and updating the Conservancy’s Land Conservation Plan, in association with the Habitat Committee

Land Stewardship (25%)

- Perform annual monitoring for the Kiawah Conservancy’s protected lands (owned properties and conservation easements) and/or manage seasonal land stewardship associates (interns) or volunteer monitors
- Generate reports for protected lands site visits
- Maintain positive relationships with conservation easement landowners
- Manage and file stewardship records in accordance with the Conservancy’s Recordkeeping Policy
- Develop land management and ecological restoration plans for Conservancy-owned properties and coordinate invasive plant management efforts
- Update baseline documentation and habitat assessments of older protected properties
- Provide a yearly land stewardship report to the Board of Trustees at its annual meeting
- Develop interpretive signage and maintain existing signage (where necessary) for Conservancy properties
- Coordinate trail maintenance at the Maritime Forest Reserve and Nature Trail property (133 Conifer Lane)

Other Responsibilities (25%)

- Assist with Land Trust Accreditation renewal and lead necessary land conservation-related policy revisions to maintain accredited status
- Contribute to outreach and communications work (e.g. write newsletter articles, develop TravelStorys app tours, lead field trips, etc.) as needed
- Assist with the Conservancy’s “Naturally Kiawah” Habitat Recognition Program (backyard habitat) and programs at the “Naturally Kiawah” Demonstration Garden as needed
- Coordinate maintenance of the Conservancy’s “Naturally Kiawah” Demonstration Garden at Night Heron Park on Kiawah Island
- Assist with the coordination of wildlife and ecological research efforts, under the guidance of the Conservancy’s Environmental Science Committee
- Act as staff liaison for the Conservancy’s Habitat Committee and Environmental Science Committee
- Attend Town of Kiawah Island Environmental Committee meetings

Required Attributes, Expectations, Technical Skills and Competencies:

- Bachelor's or Master's degree in natural resources, ecology, botany, environmental sciences, land stewardship, land management and/or a conservation related field; legal background or law degree a plus
- Experience working in land conservation, for land trusts, or similar conservation organizations
- Understanding of Land Trust Alliance (LTA) Standards & Practices
- Experience with title and legal document review
- Outstanding communications and negotiation skills
- Non-profit experience
- Ability to work successfully with donors, the community, and local professionals
- Experience with GIS (Esri) and GPS
- UAS Remote Pilot certificate, or desire to obtain
- Knowledge of native and invasive plants in coastal SC
- Ability to work outside, in sometimes uncomfortable (hot, humid, wet, muddy) conditions
- Working knowledge of Microsoft Office suite of products
- Valid SC driver's license
- Ability to work independently and willingness to "wear many hats"

Compensation and benefits: Annual salary of \$50,000 to \$55,000, based on experience; quarterly employer retirement contributions (SEP IRA)

How to apply: Please email a single PDF with your cover letter, resume, and list of three references to: donna@kiawahconservancy.org

No phone calls please.

The Kiawah Conservancy is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, age, disability, sexual orientation, or marital status.