



GIS Manager

Organization and Background

Bluegrass Land Conservancy (BLC) is a community-supported, nonprofit, accredited land trust working to protect land in Kentucky's Bluegrass region through permanent conservation easements. We envision a thriving community where land is protected to sustain our identity, economy, and quality of life.

As the first nationally accredited land trust in Kentucky and a top-three ranked regional land trust in the country, BLC has a 29-year history of mission-driven success and sound fiscal management. BLC has successfully cultivated a strong and wide-reaching group of private, nonprofit, and community partners along with a dedicated donor base that has resulted in the permanent protection and long-term stewardship of tens of thousands of acres of farmland and natural lands for the benefit of future generations.

Objective/Role

Reporting to the Director of Conservation, and working collaboratively with all members of the Land Protection and Stewardship team, as well as the Communications team, the GIS Manager plays a vital role in the implementation and advancement of Bluegrass Land Conservancy's mission. As a member of the Land Protection and Stewardship team, the GIS Manager is responsible for assisting with all mapping needs. The GIS Manager is also responsible for maintaining the GIS Database and maps in Landscape, our land protection and stewardship database.

The GIS Manager will assist the Director of Land Transactions and Director of Conservation with maps for active conservation easements and baseline documentation reports. The GIS Manager shall also assist the Director of Stewardship and Stewardship Associate with Baseline Updates, enforcement actions, and other stewardship activities, as necessary. The GIS Manager will also assist with large-scale mapping for events and other mapping needs for marketing, communications, and development, as necessary. The GIS Manager position is based in our Lexington, Kentucky office, but may work remotely, subject to work plans and flows.

Primary Responsibilities

- Oversee the proper management of BLC's GIS Database, ensuring accuracy, consistency, and security of data and efficiency of use.
- Create and maintain boundary shapefiles for all BLC's conservation easements and active projects. Verify boundaries and total project acreages on the basis of written legal descriptions.
- Produce conservation easement and landscape level maps for the Conservation and Communications Departments.

- Lead on the development, implementation, and management of GIS policies and procedures.
- Manage licenses and remain current on new ESRI products and updates as well as other mapmaking products and services.
- Create, maintain, and ensure the proper utilization of map templates to be used by all staff to create greater consistency and time savings.
- Provide assistance as necessary to Land Protection and Stewardship staff in their use of GIS software to ensure that GIS needs are adequately served within the organization.
- Prepare geospatial and related data for analysis and public display in reports, maps, websites, and other communications materials.
- Perform a variety of data analyses to assist in identifying attributes of current and potential easement properties.
- Provide organizational GIS data to BLC partners and contractors. Manage data-sharing agreements.
- Lead Land Protection and Stewardship Department training on the use of ESRI Online, ArcPro, Google Earth, Lens, and other readily available mapping tools.
- Maintain BLC's relationship with state and federal agency GIS staff to remain current on updates and enhancements to various critical statewide datasets.
- Assist BLC's Director of Stewardship and Stewardship Associate in the administration of BLC's easement monitoring program, including the creation of easement monitoring maps.
- Assist in implementing BLC's remote monitoring program. Coordinate with the Stewardship Associate on the annual remote monitoring schedule.
- Plan for the integration of Landscape and ArcOnline data in the future.

Required Skills

- GIS – knowledge and experience working with ArcGIS.
- Project Management – the ability to accurately manage multiple complex projects concurrently.
- Accuracy – ability to manage various projects with accuracy and attention to detail. Ability to read real property legal descriptions and reproduce those descriptions in ArcGIS.
- Decision making – the ability to make and execute decisions independently.
- Creativity – the ability to think outside of the box and challenge the status quo.
- Innovation – the ability to streamline processes and create systems to create a more efficient and effective organization.
- Analytical – the ability to analyze complex issues and develop creative solutions.
- Problem Solving – the ability to solve complex problems.
- Writing – ability to write and communicate clearly and efficiently.
- Teamwork – ability to pitch in where needed even if it is not specifically within the job description.
- Motivated – The ability to meet deadlines and produce accurate work as well as the drive to further BLC's mission and programs.

Minimum Requirements

- A bachelor's degree and/or certification in GIS and at least 2 years of demonstrated experience, or equivalent combination of education and experience. Experience must include the following: creating, maintaining, and interpreting geospatial data; producing maps and other graphic products and reports; managing GIS databases.
- Expertise with ArcGIS (ArcMap, ArcPro, ArcOnline, Model Builder, Spatial Analyst, etc.), and proficiency with Lens, Microsoft Word, and Excel.
- 1-3 years of experience with geospatial data management.
- Professional and/or educational GIS experience in land conservation (preferred) or natural resource management.
- Strong written, verbal, organizational, and interpersonal communication skills.
- Ability to travel occasionally, including overnight and multi-day travel. Must have a valid driver's license.
- Tactful, possessing ability to work with high degree of personal and professional initiative and maintain confidentiality. Personal reliability and regular attendance are essential.
- Able to work independently, under deadlines, and produce accurate work.
- Proven capacity to work effectively as a team player.
- Knowledge, appreciation, and respect for the people and values of the Bluegrass region; familiarity and/or interest in agricultural issues with a conservation context is preferred. Most important is a sincere interest in these issues, with sensitivity and appreciation for the diverse interests and values of others.
- Kentucky resident or willingness to relocate to the Bluegrass region of Kentucky.

Salary, Benefits, and Schedule

- This position is a permanent, full-time (40 hours/week) position.
- The starting salary range is \$55,000-65,000 commensurate with skills and experience.
- BLC offers a competitive compensation package, including 403b plan, health insurance (medical, dental, vision), paid time off (sick leave, vacation, and holidays) and a collaborative, flexible work environment.
- The GIS Manager may work fully out of the BLC offices in Lexington, KY, in a hybrid capacity, or remotely from their home or other location within the Bluegrass region, with an understanding that the demands of the job may include regular travel to Lexington or Louisville and across the Bluegrass for monitoring, baselines, meetings, and events. Work location and schedule will be arranged at time of hire and may be adjusted if needed as agreed upon by the Executive Director and Director of Conservation.

Application Instructions:

Please send a résumé, cover letter, and three relevant references to info@bluegrassconservancy.org

- **The subject line should be in this format: “Last name, First name: GIS Manager”**
- **All application materials should be saved as PDF files and labeled “Last name, First name: *title of document*”**

Applications accepted until October 15, 2024, however, position will remain open until filled and applicants will be evaluated as submissions are received.

Bluegrass Land Conservancy is an equal opportunity employer. We are committed to creating an inclusive workplace that promotes and values diversity. We strive for, encourage, and protect diversity in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective.