



Stewardship Associate

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 Stewardship, the Stewardship Associate 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 Stewardship Associate is responsible for implementing Bluegrass Land Conservancy's conservation easement compliance monitoring program. Specifically, in conjunction with the Director of Stewardship, the Stewardship Associate will ensure that all 165+ conserved properties are monitored annually and create the monitoring schedule, while continuing to research and implement effective monitoring techniques and systems in a quickly evolving stewardship landscape. The Stewardship Associate is also responsible for maintaining the stewardship files on our land protection and stewardship database (Landscape), our recorded easement paper files in office, and at the direction of leadership, our off-site records for recorded conservation easements in alignment with organizational goals and Land Trust Alliance (LTA) standards and practices. The Stewardship Associate shall also assist the Director of Stewardship with Baseline Updates, enforcement actions, and other stewardship activities, as necessary. The Stewardship Associate position is based in our Lexington, Kentucky office, but may work remotely, subject to work plans and flows.

Desirable Attributes

As a key member of BLC's Land Protection and Stewardship team, the Stewardship Associate should be an organized, methodical, and enthusiastic individual of high integrity with a passion for the organization's mission, who has demonstrated persistence and his/her/their ability to be creative, solve problems, listen, collaborate, and represent the organization in appropriate situations while engaging and participating with the staff team to provide a unified front.

The Stewardship Associate must excel in the following characteristics:

- **Trustworthiness and Respect for Others** – Every individual and business gives Bluegrass Land Conservancy their support and their conservation easement to our organization voluntarily. This support is directly tied to the trust they have in the organization and its staff. The Stewardship Associate must be respectful and trustworthy.

- **Engaging Personality and Communication Skills** – The Stewardship Associate will represent Bluegrass Land Conservancy to existing and potential conservation easement donors and supporters. It is imperative that he/she/they have the skill set needed to speak with passion and conviction about the mission of Bluegrass Land Conservancy and conservation easements. The Stewardship Associate must interact with others and communicate in a way that inspires support, confidence, and trust.

- **Organized and Detail-Oriented** – The Stewardship Associate will be in charge of the filing and systems for our stewardship of conserved lands. We must keep meticulous records of our monitoring and enforcement activities in accordance with LTA's Standards and Practices in order to defend our conservation easements in perpetuity. The Stewardship Associate must be a detail-oriented individual with excellent organizational skills.

Responsibilities/Duties

Conservation Easement Compliance Monitoring Program Management (33%)

- Oversee the successful annual monitoring of each of the 165+ conserved properties in BLC's portfolio
- Create the annual monitoring schedule.^[NA1]
- Coordinate BLC's satellite monitoring program via the Lens online platform.
- Oversee monitoring technology implementation, including field tablets, web-based and mobile apps, and other relevant tools.
- Research and implement new techniques and systems to effectively monitor the properties in BLC's portfolio.
- Monitor 50+ conserved properties each year via in-person site visits.
- Assist in addressing easement violations, drafting amendments, and reviewing requests to exercise reserved rights.

Landscape Database Administration and Records (33%)

- Manage and improve Landscape database in relation to monitoring and stewardship of BLC's conservation easements.
- Collaborate with Land Protection and Stewardship staff to improve existing workflows.
- Develop and implement protocols to ensure integrity of data.
- Work with third-party vendors to incorporate new tools and integrate data across platforms.

Baseline Updates (33%)

- In coordination with Director of Stewardship and GIS Manager, create Baseline Updates annually in accordance with our Monitoring and Baseline Update Policy and Procedures.

Qualifications

The Stewardship Associate will be thoroughly committed to Bluegrass Land Conservancy's mission. He/she/they should have concrete demonstrable experience and other qualifications including:

- Bachelor's degree in a related field OR equivalent combination of education and work experience.
- Training in ESRI mapping software including ArcPro.
- Ability to independently administer the Landscape database as related to monitoring and stewardship within one year of employment.
- Excellent organizational, time management, analytical, and problem-solving skills.
- Ability to complete tasks with a high level of accuracy and consistency.
- Knowledge of and interest in Kentucky's natural and cultural landscapes.
- Eagerness to learn and apply new ideas and technologies.
- Ability to work independently and as part of a team.
- Excellent written and oral communication skills.
- A positive attitude and sense of humor.
- Willingness and ability to travel within the Bluegrass region and outside the Bluegrass region for educational conferences.
- Valid driver's license.
- Ability to navigate on foot through uneven, rough, or wet terrain. Comfortable with navigating in natural areas and farmland alone.
- Ability to carry equipment while in the field, up to 20 pounds.

Preferred Qualifications

- Experience using Landscape.
- Training in ESRI mapping software including ArcPro.
- Experience using GPS equipment.

Salary, Benefits, and Schedule

- This position is a permanent, full-time (40 hours/week) position.
- The starting salary range is \$50,000-60,000 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 Stewardship Associate 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, 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 Stewardship.

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: Stewardship Associate”**
- *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.