



671 FLOC Way  
Harpers Ferry, WV 25425

## Conservation Steward

### Position Summary:

The Conservation Steward serves an integral role in the [Rolling Ridge Conservancy](#)'s land protection, stewardship, and outreach work. The Conservation Steward serves as the on-the-ground manager for 1600+ acres of protected lands (primarily forested), working closely with the Conservancy's volunteer Board of Directors. The Conservancy's chief initial goal for the Conservation Steward is the update and implementation of its forest stewardship plan, including monitoring, stewardship and restoration activities that will improve forest health, increase and protect biodiversity, support healthy waters and soils, and foster climate resiliency. In addition, the Conservation Steward will conduct outreach activities, engage volunteers in stewardship activities and encourage local landowners to engage land stewardship and watershed protection practices on neighboring private lands through programs on Rolling Ridge Conservancy lands.

### Key Responsibilities:

In coordination with the Conservancy's Board of Directors and in furtherance of Conservancy policies and plans, the following are included in the position responsibilities:

- **Conservation and Stewardship**
  - Monitor and inventory conservation conditions and priorities on the 1600+ acres stewarded by Rolling Ridge Conservancy, including coordination with the Appalachian Trail Conservancy and Clarke County (VA) Government (easement holders).
  - Maintain professional and complete monitor files in compliance with Land Trust Alliance best practices.
  - Develop and implement trail maintenance program and signage for recreational users and hunting guidance.
  - Develop and implement invasive species management plan in accordance with Forest Stewardship Plan and best professional guidance.
  - Manage GIS data for the Conservancy's protected lands using ESRI ArcInfo platform.
  - Manage and oversee grant agreements and contracts for stewardship related activities.
  - Identify environmental restoration or other enhancement opportunities on conserved lands.
  
- **Outreach and Technical Assistance**
  - Develop and help implement an outreach program to neighboring private lands and conservation partners to educate landowners and connect them with opportunities for forest stewardship, wildlife enhancement, watershed protection, and other conservation-based activities.
  - Develop outreach materials for advancing private land protection extending from the Rolling Ridge Conservancy lands.
  - Build a volunteer base to assist with monitoring and environmental restoration.
  - Promote climate change adaptation and environmental sustainability among internal and external partners and stakeholders.
  - Prepare periodic reports, articles and other communications for local dissemination and manage the RRC website.
  - Provide support to the Board of Directors, including strategic planning, meeting management, stewardship activity reporting, fundraising, communications and events.
  - Provide support to the Treasurer in ensuring efficient and effective Conservancy financial management and budgeting.

### **Essential Education, Skills, Abilities**

- A strong values-based commitment to conservation and the mission of the Rolling Ridge Conservancy.
- Two or more years of professional experience demonstrating ability to plan and manage complex project tasks.
- Undergraduate or graduate degree in natural resources management, environmental sciences or engineering, forestry, planning, biology, or other science.
- Ability to work with diverse partners to achieve shared goals.
- Exceptional interpersonal, verbal, and written communication skills and a can-do attitude.
- Ability to take initiative and comfortable with managing multiple and complex tasks and prioritize workload to meet deadlines while remaining responsive to new project inquiries.
- Capacity to work independently and work effectively as part of a team.
- Proficiency with office software including Microsoft Office Suite, and website management software/
- Willingness to learn other software and cloud-based systems as required, including ArcGIS Pro.
- Physical ability to lift up to 35 pounds and perform field work walking on steep and rough terrain in all-weather conditions under exposure to discomforts such as seasonal outdoor allergens and pests.
- Comfort and willingness to work in rural areas that may lack cell phone coverage.
- Ability and willingness to work some non-standard hours, including evenings and weekends.

### **Preferred Skills and Competencies**

Preference will be given to candidates with knowledge and expertise associated with:

- Practices, principles, and techniques of private land conservation and protection especially forest stewardship and watershed protection.
- Land trust or other non-profit organization or agency related to land conservation and watershed protection.
- Conservation easements.
- Eastern Panhandle West Virginia natural resource and rural community values and issues
- Funding sources and grant writing for agricultural and forest protection programs, particularly through state and federal agencies.

### **Other**

Job Type: Full-time, Contract

Compensation: Dependent upon qualifications, experience, and agreed upon duties, \$45,000 to \$60,000 per year.

Funding: Grant funding will support this position for up to two years with potential for renewal.

Benefits: Flexible and self-determined schedule with occasional evenings or weekends

To apply: Please send a cover letter and resume to the Board Chair,  
[info@rollingridgeconservancy.org](mailto:info@rollingridgeconservancy.org)