



125 Lancaster Avenue
Strasburg, PA 17579
PHONE: (717) 687-8484
EMAIL: info@lancft.org

Stewardship Specialist Job Description

Status: Full-time, salaried, exempt

Salary Range: \$60,000-\$65,000

Essential Duties:

While working closely with Lancaster Farmland Trust's ("LFT") Vice President of Land Protection and other Land Protection Department staff, the Stewardship Specialist is a position within the Land Protection Department responsible for interacting with stakeholders to advance the mission of LFT. This position reports to the Vice President of Land Protection.

The Stewardship Specialist must be philosophically committed to LFT's mission and vision and possess a working knowledge of the local agricultural industry, conservation easements, legal agreements, and real estate. The Stewardship Specialist is responsible for establishing and maintaining relationships, troubleshooting problems, and acting as a liaison with a variety of stakeholders including preserved farm owners, farmers, municipal officials, state and federal officials, and other conservation organizations, to help maintain and enforce LFT's conservation easement portfolio. The work of the Stewardship Specialist will result in conservation easement compliance, increased environmental stewardship of LFT's preserved farms, and strong relationships with our preserved farm owners and farmers. Prior experience working with members of the Plain Sect community is strongly preferred.

The Stewardship Specialist must understand and be able to communicate conservation easement restrictions, engage in complex negotiations, and be knowledgeable on agricultural best management practices. This position will be a problem-solver and will be comfortable communicating complex problems to landowners.

The Stewardship Specialist must possess proficient knowledge of Microsoft Office software and a working knowledge of ArcGIS software. Experience with *Landscape* Land Conservation Software is preferred. This position will require substantial time spent in the field with varying weather conditions and terrain and will require travel and occasional overnight stays outside of Lancaster County. A valid Pennsylvania Driver's License is required.

Specific Duties:

I. Conservation Easement: General Stewardship

With direction from the Vice President of Land Protection, drive LFT's conservation easement stewardship activities. Maintain databases and records related to LFT's conservation easement portfolio. Respond to preserved farm owners and third-party questions regarding conservation easements. Facilitate the analysis of reserved right requests and provide direction and approval to landowners to ensure compliance with

the easement and accreditation provisions. Meet with subsequent owners of preserved farms to review the conservation easement and baseline documentation report. Work with landowners and other parties to resolve easement challenges and violations.

II. Conservation Easement: Easement Amendments

When warranted, advance the stewardship activities of LFT by securing conservation easement amendments. Facilitate the due diligence process of easement amendments and restatements from inception to completion.

III. Annual Monitoring

Assist in conducting both in-person and virtual easement compliance assessments. Schedule and conduct annual conservation easement monitoring visits. Maintain databases and records related to monitoring and other stewardship activities.

IV. Baseline Documentation / Record Keeping / GIS / Field Technology

Assist in compiling complete, accurate, and detailed baseline documentation on farmland preservation projects. Update and maintain reports on previously preserved farms. Maintain databases and records related to current and previous preservation projects.

V. Organizational Support

Aid other departments with projects and events as required. Other duties as assigned by the Vice President of Land Protection and/or President and CEO.

Required Qualifications

- Bachelor's degree in agriculture, environmental science, natural resources, planning, geography, real estate, public administration, or a related field; equivalent professional experience may be considered.
- Ability to read, interpret, and apply conservation easements, legal descriptions, title documents, surveys, and other land-related documents.
- Strong analytical and problem-solving skills with the ability to investigate and resolve complex stewardship issues.
- Excellent interpersonal, communication, and conflict-resolution skills, with the ability to work constructively with landowners, attorneys, surveyors, consultants, and government agencies.
- Demonstrated ability to manage multiple projects, prioritize competing responsibilities, and maintain accurate records and documentation.
- Proficiency with Microsoft Office Suite and database management systems.
- Experience using GIS mapping software, preferably ArcGIS.
- Valid Pennsylvania driver's license and ability to travel regularly throughout Lancaster County and surrounding areas.
- Willingness and ability to obtain Pennsylvania Notary Public commission within six months of hire.
- Ability to work independently with limited supervision while exercising sound professional judgment.
- Commitment to the mission of Lancaster Farmland Trust and the protection of agricultural lands.
- Ability to work outdoors in a variety of weather conditions in difficult terrain.

Strongly Preferred Qualifications

- Previous experience with a land trust, farmland preservation program, government conservation agency, or similar organization.
- Direct experience administering, monitoring, interpreting, or enforcing conservation easements.

- Familiarity with Pennsylvania farmland preservation programs and agricultural conservation easements.
- Working knowledge of real estate principles, property ownership, title research, land transactions, and boundary interpretation.
- Experience using the *Landscape* conservation software or comparable software.
- Experience building and maintaining positive relationships with landowners and agricultural communities.

Preferred Qualifications

- Familiarity with Lancaster County agriculture and farming operations including crop production, livestock operations, soil conservation, and farm management practices.
- Experience working with members of Plain Sect communities.
- Supervisory or team leadership experience, including coordinating staff & volunteers
- Experience developing stewardship policies, procedures, or best practices.
- Knowledge of conservation planning, natural resource management, or agricultural land protection.
- Experience designing innovative landowner engagement, outreach, or education programs.

Desired Core Competencies:

- Ability to interpret nuanced legal documents and apply them in practical, real-world situations.
- Strong relationship-building and diplomacy skills.
- Creative thinker who can identify emerging stewardship challenges and proactively develop solutions.
- Ability to recognize patterns and trends across easement properties and recommend preventative stewardship strategies.
- Customer-service mindset with a focus on providing value to preserved farm owners.
- Strategic thinker capable of developing programs, resources, and partnerships that strengthen long-term landowner engagement.
- High degree of professionalism, discretion, and attention to detail.

Lancaster Farmland Trust offers a competitive salary range, commensurate with experience, and a comprehensive benefits package including health, dental and vision insurance; short- & long-term disability; retirement contribution; life insurance; and generous time off.

It is LFT's policy to select, place, train and promote the best qualified individuals. We consider relevant factors such as work quality, attitude and experience, to provide equal employment opportunity for all employees in compliance with applicable local, state and federal laws and without regard to non-work related factors such as race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, genetic predisposition, national origin, religion, creed, age, disability, citizenship, marital status or domestic partnership status, labor union membership, military or veteran status, or other non-job-related criteria.

Lancaster Farmland Trust was established in 1988 by local citizens concerned about the loss of farmland in Lancaster County. LFT's mission is to: Vigorously accelerate the permanent protection and stewardship of farmland. With a vision that our farms, soil, water, and roots are protected for all. Since its inception, LFT has protected more than 620 farms and over 38,300 acres of farmland, ranked #1 in Pennsylvania for farmland preservation.