Land Programs Manager

Scenic Rivers Land Trust

Location: Annapolis and Anne Arundel County, Maryland
Position: Full time
Salary: $60,000 to $70,000 annually, based on experience
Reports to: Executive Director

About Scenic Rivers

Scenic Rivers Land Trust is an accredited Land Trust, dedicated to protecting forests, wetlands, farms, and other natural lands in Anne Arundel County, Maryland. We bring landowners, public agencies, volunteers, and community partners together to conserve land and steward it over the long term. We are a small, collaborative team that enjoys being outside, pitches in across programs, and makes room for some fun along the way.

About the position

We are seeking a Land Programs Manager to guide conservation projects from the first landowner conversation through closing and help steward conserved lands. You will combine project management, landowner relationships, fieldwork, and technical writing. With a strategic planning process and brand refresh underway, this is an opportunity to help shape Scenic Rivers' priorities, programs, and how we connect with our community.

You will work closely with the Executive Director and Stewardship and Engagement Manager on monitoring, landowner assistance, restoration, and volunteer stewardship, while supporting board decisions, grants, and accreditation requirements. We are looking for a team player who likes being outside, enjoys collaboration, and is happy wearing many hats as needs change.

Key responsibilities

Conservation acquisitions

- Manage conservation projects from initial inquiry through closing. Maintain the project pipeline, conduct landowner outreach, and evaluate opportunities using Scenic Rivers' conservation criteria and ecological assessment tools.
- Manage and execute all aspects of the due diligence process for conservation projects, including due diligence, including surveys, appraisals, title review, contractors, and closing arrangements. Conduct site visits, document conservation values, prepare maps and baseline documentation reports, and help landowners understand conservation options and easement terms.
- Prepare and revise easement documents with the Executive Director and legal counsel, subject to required approvals.
- Prepare project recommendations for staff, committees, and the board. Maintain complete project records and coordinate the transition of newly protected properties into stewardship.

Easement stewardship and landowner relationships

- Coordinate with the Stewardship and Engagement Manager to ensure annual monitoring of conservation easements and fee simple properties. Conduct visits, write and review reports, and maintain accurate records in Landscape, SharePoint, GIS, and other archives.
- Build lasting relationships with landowners and easement coholders, including Maryland Environmental Trust. Respond to inquiries, welcome new landowners, and provide resources for the care of conserved land.

- Evaluate reserved rights and amendment requests, document potential violations, and develop recommendations with the Executive Director, Stewardship and Engagement Manager, legal counsel, coholders, and relevant committees. In collaboration with Stewardship and Engagement Manager, coordinate follow through on authorized decisions and Terrafirma claims and reporting.

Restoration and community stewardship

- Partner with the Stewardship and Engagement Manager on the Volunteer Land Stewards and Healthy Forests programs, including training, monitoring support, volunteer workdays, and program evaluation.

Grants and program management

- Develop grant proposals and manage project budgets, deliverables, grant tracking, and reporting for conservation and stewardship work.
- Maintain GIS data and priority parcel information; create maps and analyses that support project selection, stewardship, and communication.
- Prepare clear memos and presentations for the Executive Director, Conservation and Stewardship Committee, Executive Committee, and board. Maintain records consistent with organizational policies and accreditation requirements.
- Represent Scenic Rivers in relevant conservation, invasive plant, and environmental workforce partnerships. Support outreach, donor events, and landowner communications as needed.

Qualifications

We value sound judgment, follow through, curiosity, and a willingness to pitch in, share ideas, and support teammates. Relevant experience may come from work, education, volunteer service, or a combination.

- Experience managing conservation, natural resource, land stewardship, real estate, or related projects, including coordinating several projects and deadlines at once.
- Strong GIS and mapping skills, including the ability to maintain spatial data, create clear maps, and analyze geographic information to support conservation and stewardship. Experience collecting field data, maintaining accurate records, and using or learning conservation databases and related software
- Strong writing, communication, and relationship skills, with the ability to explain technical information clearly and work respectfully with landowners, volunteers, partners, and colleagues.
- Knowledge of natural resources and ecological assessment, along with the ability to work independently, recognize issues that need additional review, and collaborate on solutions.

Desired experience includes understanding of conservation easements, due diligence, baseline documentation, monitoring, grants, invasive plant management, and Land Trust Standards and Practices. Familiarity with Maryland conservation programs and ecosystems is a plus.

Work setting

We offer a flexible work location with up to two telework days per week, coordinated with fieldwork, meetings, and team needs. The role also includes office time in Annapolis and site visits throughout Anne Arundel County, including walking on uneven terrain in varying weather. Occasional evening or weekend meetings and events, and travel to project sites and partner meetings, are required.

Compensation and benefits

The annual salary is $60,000 to $70,000, based on experience. Benefits include health insurance, retirement benefits, and generous paid vacation.

How to apply

Please send a resume and a brief cover letter describing your interest and relevant experience to jfalk@SRLT.org by 11.11.26

We welcome applicants with varied backgrounds who share our commitment to conservation and community.