



The Land Trust for Tennessee

Position: Stewardship Coordinator, Full-Time
Supervisor: Director of Stewardship
Location: Chattanooga, TN

About The Land Trust for Tennessee

The Land Trust for Tennessee (“LTTN”) is a statewide, accredited non-profit land conservation organization with offices in Nashville and Chattanooga. Now in its 25th year, LTTN has protected 136,000 acres through over 450 conservation projects across Tennessee. LTTN seeks an energetic professional to join our collaborative staff and highly regarded board in this full-time position. The position is based in Chattanooga and offers an impactful, demanding work opportunity at one of the nation’s premier conservation organizations.

The Opportunity

The Stewardship Coordinator is responsible for various duties in support of the Stewardship Program of LTTN. The goal of the stewardship program is to uphold the conservation values of those lands protected by LTTN by working in partnership with landowners and the stewardship staff of LTTN. This includes conservation easement monitoring, volunteer management, risk management, conservation easement enforcement, addressing requests for activity approvals, working with landowners to understand their conservation easement, land management, record keeping and data management, and other duties as may be assigned. This position is a key part of the Stewardship team, working with oversight and management from the Associate Director of Stewardship and Director of Stewardship. This is an entry-level position with potential for long-term growth within the organization.

Primary Responsibilities

Field Work and Site Visits

- Schedules and performs annual monitoring ground or aerial visits for conserved properties throughout Tennessee; meets with landowners and walks properties to observe and document any changes that have occurred since the previous visit and to identify potential violations and other issues
- Works with stewardship and conservation staff to ensure all properties are monitored at least annually
- Performs additional field visits and in-office analysis as directed to follow up on issues identified through ground or aerial monitoring inspections, research potential violations, and evaluate landowner requests for activities or plans requiring LTTN written approval
- Manages and trains monitoring volunteers who assist in annual monitoring visits, with support from LTTN’s Community Engagement Coordinator
- Assists with management of lands owned by LTTN

Landowner Relationships

- Cultivates and maintains strong relationships with landowners from a variety of backgrounds and assists landowners in understanding their conservation easement



- Provides assistance and information to landowners who are selling their conserved land and to realtors, attorneys, appraisers, and potential buyers; meets with prospective and successor landowners to review conservation easements and conducts field visits with prospective/new owners
- Connects landowners to resources to assist with sound management and stewardship of their land

Record Keeping and Administrative Tasks

- Serves as a hub for the stewardship team, managing the stewardship phone line and email account, assisting with monitoring follow-up and other stewardship projects, and drafting correspondence to landowners
- Tracks and keeps record of all approvals and denials of activities, amendments to conservation easements, property transfers, etc. using LTTN's server and online database
- Prepares and maintains complete and accessible monitoring reports, monitoring files, and current conditions reports on all conserved properties
- Helps maintain landowner database by reporting and documenting changes in names, addresses, ownership, and any deaths or divorces
- Helps maintain GIS database for protected property boundaries and reserved rights areas; ensures updated field and documentation maps are available for all protected properties
- Records minutes for the Stewardship and Conservation Committee Meetings
- Assists with administrative tasks for the Chattanooga office including managing office vendors and ensuring that office supplies are stocked

Desired Skills & Qualifications:

- Bachelor's Degree in Natural Resource Management, Ecology, Biology, Environmental Science or similar field
- At least 2 years' experience as a member of a professional team preferred
- Knowledge relevant to forestry, agriculture, natural resource management, and sound land uses; ability to learn and understand land use guidelines and regulations
- Excellent interpersonal and communication skills, including strong negotiation and listening skills, ability to communicate with different personalities, diffuse anger, resolve conflicts, and ask and answer difficult questions
- Facility with maps and mapping, and ability to read and understand deeds, conservation easements, and related legal documents
- Strong spatial, reading, and writing skills
- Ability to coordinate and work on multiple projects simultaneously, and to maintain attention to detail while producing a steady volume of work in compliance with deadlines
- Understanding of and commitment to the land conservation goals of LTTN
- Ability to represent LTTN and interact effectively with a wide range of organizations and individuals, and to work cooperatively with all LTTN staff and board members
- Ability to effectively operate computers and assigned software, including Microsoft Office Suite (Word and Excel) and mapping software (i.e. ArcGIS); general knowledge of CRM databases
- Ability to regularly perform field work and to work outside in all weather conditions



- Flexibility to work some nights and weekends as required for LTTN events or landowner schedules
- Ability to travel extensively including to remote areas; valid driver's license required. Use of personal vehicle or coordinating the use of a rental vehicle for property visits is expected

Personal Characteristics:

- You enjoy working with all kinds of people.
- You like to both plan and execute projects.
- You multi-task and prioritize assignments well.
- You are a detail-oriented person who also sees the big picture. Please include the code word "perpetuity" in the subject of your application email.
- You work well with a team in a fast-paced environment.
- Desirable personal attributes include: strong work ethic, reliable, energetic, self-motivated, dedicated, team-oriented, charismatic, practical, innovative, adaptable.

Benefits

- Full-time position, working 40 hours per week, with a hybrid work model possible following 90 days of employment. Flexible hours offered based on workload, weather, and events schedule.
- In the first two years of employment, we offer 20 PTO days (10 vacation and 10 sick days) on an accrual basis and 11.5 paid holidays per year.
- Monthly mileage reimbursement and/or cost of rental car is offered for work purposes.
- AAA Roadside Assistance provided.
- Medical and Dental insurance; premiums are covered at 85% for employee and 50% for spouse and family plans. We currently offer a PPO health plan as well as an HSA option. A \$50,000 company-sponsored life insurance policy is provided for each full-time employee. Other voluntary insurance includes vision, additional life, long-term and short-term disability, critical illness, and accident.
- We offer a 403b retirement plan with a match of up to 5% after two years of employment.
- We offer an extremely collaborative, encouraging, and mission-driven team, and provide resources for professional development and continuing education opportunities.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. Salary is commensurate with experience. LTTN is an equal opportunity employer.

Please send resume, cover letter, and salary requirements by October 4th to:

Kayla Noel, knoel@landtrusttn.org

No phone calls please.