



Agricultural Stewardship Association

JOB DESCRIPTION

Position Title: Project Manager Date: February 2024
Reports to: Senior Project Manager
Status: Full-time, Salaried, includes benefits
Location: ASA's office in Greenwich, NY with limited remote work permitted

Agricultural Stewardship Association (ASA) is a nonprofit land trust that protects our community's working farms and forests, connects people to the land, and promotes a vibrant future for agriculture and forestry in the region. The *Project Manager* will incorporate the practice and promotion of ASA's core values, which include a passion for conservation, respect, integrity, teamwork, accountability, problem solving, a "can do" attitude, confidentiality, professionalism and acting in the organization's best interest.

RESPONSIBILITIES

The Project Manager works to further the organization's mission as it relates to land conservation efforts and to implement its Land Conservation Plan. It provides key support to ASA's land protection and stewardship programs including identifying and advancing conservation easement projects on farm and forest lands, developing GIS maps, and assisting with stewardship and community land projects as necessary. This full-time, salaried position reports to the Senior Project Manager. Responsibilities include the following:

Land Conservation Projects

- Undertakes and manages all aspects of conservation easement work from inquiry to closing including: identifying and evaluating potential projects, conducting site assessments, assessing funding needs, easement drafting, land planning, handling negotiations, conducting landowner outreach and correspondence, reviewing title work, commissioning surveys and appraisals, managing and closing projects, assisting with and reviewing baseline documentation reports as necessary. Works on a variety of conservation easement programs including state, federal and privately funded purchase of development rights, bargain sales, and donated easements. Creates project budgets and responsible for tracking all associated costs including staff time; and
- Prepares conservation easement summaries for board review as well as presenting potential projects to the board at board meetings.

- Produces maps utilizing GIS applications and GPS equipment for analysis and project facilitation, board and committee meetings, grant proposals, baseline documentation reports, marketing materials, farm tours, etc., as required.
- Develops, implements and/or assists with special land protection, outreach and community conservation projects in coordination with staff that increase organizational effectiveness, diversify ASA's constituents, and raise community awareness and appreciation for ASA's work and organizational values; and
- Assists with creating, facilitating, and implementing community conservation projects, such as community forests, as needed. Works with ASA supporters, municipal officials, community members and donors to facilitate projects. In partnership with applicable community support, creates and implements land management plans and assists with fundraising efforts, as appropriate.
- Assists with conducting ground or aerial monitoring site visits to easement properties, if needed; creates and maintains records of site visits; and reports any stewardship issues to Stewardship Manager;
- Develops and maintains good communications and relationships with easement landowners. Provides resources on land management, farm leases, and farm transition to easement landowners;
- Updates land projects/stewardship database for all projects and assists with archiving/record-keeping activities; and
- Reviews Baseline Documentation Reports for projects assigned.

Other Responsibilities

- Assists in outreach and fundraising efforts to enhance program funding and overall organizational effectiveness, including drafting grant proposals (particularly state farmland protection grants), attending ASA's fundraising events; and assisting with gifts of real estate, as assigned;
- Provides support for the Board and related committees as requested by the Executive Director or designee. Attends board and committee meetings, including board/staff retreats or workshops, as requested;
- Represents ASA within the community through a presence in local, statewide and national meetings, coalitions, and task forces and committees. Assists ASA in promoting collaborative working relationships and conveys opportunities to expand ASA's networking and partnerships;
- Supervises volunteers, interns and consultants as requested by the Executive Director or designee;
- Attends workshops and trainings to gain skills necessary to improve capacity to fulfill job description and for professional advancement;
- Keeps current on ASA's mission, strategic plan, acquisitions and programs as well as Land Trust Standards and Practices, Land Trust Accreditation, and IRS requirements affecting project manager responsibilities at ASA.
- Other duties as directed by supervisor or Executive Director.

Qualifications

- Experience working for a land trust or conservation/environmental organization with a minimum of 2 or more years of direct project management or land stewardship responsibilities with

conservation easements or fee owned lands; familiarity with New York State farmland protection program a plus;

- Bachelor's degree or higher. A degree in life or physical sciences, environmental science, natural resources management, forestry, agriculture or environmental policy preferred;
- Superior time management and organizational skills;
- Highly effective written, oral and presentation skills;
- Ability to effectively prioritize and manage many projects at once;
- Excellent relationship-building skills and agility in building rapport with internal and external stakeholders;
- Proficient with MS Office and GIS mapping or ability to learn;
- Understands the scope and issues facing agricultural and forestry sectors in the region;
- Maintains high level of accuracy, attention to detail and quality in work;
- Familiarity with understanding surveys, topographical, soil and aerial maps;
- Experience flying in small aircraft or sailing a plus; and
- Must be willing to work on average one weekend day a month for site visits, events, etc. and an occasional evening meeting.

Attributes

- Strong passion for agriculture and forestry and commitment to ASA's mission and success;
- Genuinely enjoys engaging, and ability to build a rapport with, landowners and farmers;
- Inspires trust and is able to keep sensitive information confidential;
- Is able to work effectively in rural and urban communities;
- Strong work ethic and focused on success; a life-time learner;
- Demonstrates high integrity and commitment to goals;
- Demonstrates strong problem-solving attributes: drive, energy and creativity;
- Enjoys working alone and as part of a team; a self-starter;
- Possesses diplomacy and calm demeanor under stressful situations; and
- Enjoys and deploys an appropriate sense of humor.

Physical Demands

Outdoor work generally involves visits to properties and walking over varied terrain for an extended period of time, vision and hearing required to walk and interpret landscapes and natural features. Properties may or may not have developed trails, roads, etc. and may consist of steep terrain. Driving to sites requires use of personal vehicle (mileage reimbursement; proof of insurance required). Ability to monitor properties from a small aircraft a plus. Ability to carry equipment up to 20 lbs. Normal office duties as performed at a desk (may require long periods of sitting and computer typing).

Work Environment

Approximately 80% indoor office work and 20% outdoors. Office work is primarily sitting at a desk with a computer or in meetings. Most travel is within ASA's service area with occasional travel within region and beyond for meetings, conferences and trainings.

Compensation and Benefits: \$53k-\$68k depending on relevant experience and qualifications. ASA offers health, dental, vision and life insurance; Cafeteria plan for dependent care and health care reimbursements; retirement contributions; generous paid vacation, sick and holiday time.

ASA is an equal opportunity employer and is committed to enhancing diversity, equity and inclusion in our organization and in land conservation. People of color, women, LGBTQIA+ individuals, and people with disabilities are encouraged to apply.

To Apply: Send cover letter detailing specific qualifications and a resume to asa@agstewardship.org and write "Project Manager" in the subject line of the email, or mail or drop off to Agricultural Stewardship Association, 2531 State Route 40, Greenwich, NY 12834. No phone calls, please.

Position is open until filled.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.