

Lopez Community Land Trust Stewardship Manager

PURPOSE

The position is hired, supervised and evaluated by the LCLT Executive Director to coordinate duties as needed. Responsibilities include physical and administrative management of the built environment and lands owned and stewarded by LCLT. It requires both inside and outside work, including in inclement weather. The Stewardship Manager works both independently and collaboratively with staff, volunteers and others as needed.

Duties include (but are not limited to) monitoring properties, managing stewardship projects, volunteers and subs, building an ever wider circle of relationships, keeping property records up to date and participating in fund development and planning related to stewardship. Familiarity with maintenance, land management, conflict management skills and the ability to work with a variety of individuals are very important to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Land and built environment stewardship includes but is not limited to: monitoring lands, gardens, pollinator patches, parking lots, rentals, and co-op, farm and other lands leased from LCLT.
- Record keeping, signage as necessary, clean ups, monitoring for activities on trails, forests, keeping property boundary markers cleared.
- Lead volunteer work parties, coordinate volunteers and subs for maintenance and repairs. Create new relationships and skill building with volunteers for on-going regular volunteer opportunities to help with stewardship. Explain the why behind LCLT plantings, water and lands philosophy.
- Document and inform ED of encroachment or property misuse issues.
- Create annual and seasonal work plans.
- Communicate with renters, leaseholders, neighbors and others as necessary about changes, observations, goals etc.
- Follow LCLT policies and procedures, ground leases, rental agreements, water agreements, etc. and suggest clarifications as necessary.
- Assist with grant reporting.
- Attend meetings and help with other tasks as request by executive director.
- Review and give input to the annual budget for repairs, maintenance and stay within it.

- Assist with grant writing, research and other efforts that help steward LCLT holdings.

INITIAL DUTIES AND RESPONSIBILITIES

- Get familiar with maintenance schedule, contacts, subs and record keeping for LCLT improvements and lands including building plan sets organization and labeling- digital and print.
- Inventory of stewardship requirements and set up annual calendar.
- Attain knowledge of LCLT programs to accomplish the necessary tasks.
- Get familiar with Class A, Group B, shared well and rainwater rules and regulations.
- Front shed, back shed, tent and container organization, inventory and maintenance of equipment and tools and on-going upkeep.
- Potable and Rainwater systems – Pump house system labeling and video of operations, current contacts posted, troubleshooting and maintenance, testing and reserves analysis: (Portobello, Common Field, Salish Way, Crayfish, Westpark, Stonecrest, Lopez Sound Road).
- Participate in rental inspections and maintenance
- Analysis of income vs. expenses in operations and reserve accounts for leaseholds and rentals
- Set up and organize a work computer

Other tasks may be assigned as needed

- Leasehold land inspections, record keeping and maintenance – Annual inspections and ground lease reviews accordingly.
- Car share analysis, operations, promote increased use to justify the resource
- Coordinate periodic tours of LCLT properties to appropriate audiences including new donors, members, special events, etc. especially during seasons when lands look great
- Review Policies and Procedures – organize and analyze regarding land, infrastructure and improvements.
- Participate in developing stewardship planning – help ID and prioritize LCLT needs including but limited to: Housing and Land specific giving programs that are in keeping with a stewardship program

Qualifications

- Experience working in a nonprofit organization or similar experience that is not strictly based on financial transactions

- Academic degree and/or experience pertinent to rural community-based issues
- Experience and demonstrated ability in systems thinking including analysis.
- Experience volunteering locally in one or more of the following areas: affordable housing, sustainable agriculture, rural economic development including climate related programs
- Working knowledge of nonprofit fiscal management
- Demonstrated ability basic maintenance and repair, public speaking, written and oral communication
- Ability to establish and maintain collaborative working relationships
- Computer competency
- Self-reflective

EVALUATION CRITERIA

Periodic performance reviews will be completed based on the duties stated above. An annual work plan will be developed in cooperation with the Executive Director.

SUPERVISED BY:

LCLT Executive Director