



**French & Pickering**  
CREEKS CONSERVATION TRUST

Last Updated: 3/18/2019

Job Title: Preserve Manager

## Position Description

The Preserve Manager creates a positive impression of the organization through exceptional land management of French & Pickering properties and preserves, engaging with the general public, volunteers and partners in a variety of settings, and helps secure capital and operating funds to implement and sustain the land management, public outreach and engagement and stewardship elements of the mission. This position requires the physical ability to perform strenuous physical labor on a regular and routine basis. Strong interpersonal skills, initiative, work ethic, as well as the knowledge and physical ability to efficiently and productively execute the necessary land management activities is mandatory. Project management, outreach and engagement of volunteers and the public, including members of the Board, partners and stakeholders are core tasks. Improving, managing and maintaining the Thomas B. Bentley Nature Preserve (TPBNP) by maintaining proper length of grass at existing improved grass areas, eliminating weeds, removing invasive plants, and managing to prevent their recurrence, keeping the reconstructed and residual standing stone walls and structures free of weeds, as well as the surrounding landscape is the top priority. The desire and drive to improve the overall interpretive experience by expanding the ecological and visual aesthetics of the site ultimately throughout the entirety of the Preserve and beyond to adjacent lands must be demonstrated on a consistent basis. A high level of productivity performing manual labor, recruiting and supervising volunteers, securing permits, securing and supervising contractors when necessary and assisting with land management planning and implementation is required. The Preserve Manager coordinates and assists with French and Pickering Creeks Conservation Trust events throughout the community, including second Sunday hikes in collaboration with the Program Committee, Warwick Community Day, contributions to the annual newsletter, e-blasts and special events of the organization and at the TPBNP and Great Marsh Uplands. This position also manages and secures funding for medium- and long-term land management projects.

## Primary Responsibilities

- Advance site restoration, public engagement and interpretation of the Ruins area of the TPBNP.
- Establish and maintain positive visual impact at TPBNP. Control of invasive plants such as stilt grass (as well as vines and other invasive non-native species) is an initial and ongoing priority
- Create and maintain public access for lands under French & Pickering's management
- Properly operate, maintain and store all equipment and Trust property including tools and motor vehicles (truck).
- Restore and maintain duplex residence that is part of the TPBNP
- Support planning and reporting of position goals, objectives and accomplishments (i.e. William Penn & TPBNP)
- Provide support for annual monitoring responsibilities of FPCCT as necessary
- Provide data entry and quality control/assurance support to Financial Manager for land management projects
- Support Program Committee to increase efficiency and outcomes of public engagement through second Sunday hikes, cultivating partners (volunteers and other organizations), helping with a volunteer database, and engaging with landowners and program participants to promote positive relationships
- Supervises the use and maintenance of work areas (vehicles, tools and equipment) to the highest safety standards and ensures that scheduled proactive maintenance is completed on time.
- Reduces costs and finds efficiency where possible with the resources available, identifying areas for improvement.



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- Supervises and provides leadership for volunteers, part-time, and/or seasonal workers.
- Submit annual budget requests no later than the third quarter of the calendar year for capital and operating expenses, as well as all proposed corresponding revenue to cover the expenses
- Provide information for e-blasts, Facebook/Twitter/Instagram posts and Land Matters Publication as requested.
- Provide support for events and programs as needed (Annual Auction, Iron Tour, landowner outreach events and donor gatherings)
- Other duties as assigned

## Requirements

- A Bachelor's degree in a related field and 2 years progressively responsible experience at a nonprofit organization.
- Professional interests and experience that strongly align with the job requirements and French & Pickering's mission.
- Strong interpersonal and problem-solving skills
- Dependability, flexibility and ability to proactively identify and execute ways to maximize the efficiency and effectiveness of volunteers, preserve management, field operations, programs and events
- Ability to see the big picture while maintaining accuracy and attention to detail
- A disciplined self-starter, capable of working independently as well as part of a team.
- Experience working on public properties and managing and developing volunteer programs.
- Superior work ethic and stamina executing manual labor (must be able to lift up to 50 lbs., pull and push heavy items, and climb ladders).
- Familiarity and/or experience managing invasive plants.
- Desire and demonstrated ability to identify and address personal knowledge gaps; to learn on the job; and to cultivate sources of knowledge, expertise, and skill.
- Proficient in all aspects of Microsoft Office as well as ESRI's ArcGIS.
- Proven organizational skills which clearly demonstrate the ability to balance and manage the assets of the property, the needs of the visitor and budgets.
- Must have proven property management skills including basic tool and equipment maintenance, building systems awareness, tractor, mower, string trimmer, and chainsaw experience.
- Excellent customer service skills and the ability to motivate and work with a variety of people
- Positive attitude, energy, aptitude and ability to work harmoniously and productively with staff, and committees, representing the Trust in an ethical and professional manner
- Possess a valid driver's license and have an insured motor vehicle
- A satisfactory criminal background check
- Maintain current pesticide applicator's license



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### **Critical Attributes**

The successful candidate will demonstrate a strong work ethic, be a proactive thinker and positive problem solver who is committed to the organization's mission and will be able to effectively multi-task and prioritize. Ability to perform physically challenging labor on a routine and recurring basis. Understanding the perspective of others and representing the organization responsibly to internal and external partners in an accurate and concise way that generates cooperation and support is critical. Working with volunteers, co-workers, and interacting with the public and stakeholders in a calm professional manner that maximizes good will, efficiency and results is required. In addition to these technical skills, a sense of humor and the ability to remain positive and see the opportunity presented by unexpected challenges is necessary.

**Period of Employment:** 9:00 am - 4:30 pm with a half hour lunch for a 35 hours/week. This position will require flexing time to accommodate weekend and evening events as part of the standard work week. Under extraordinary circumstances and only upon prior written approval – compensatory time may be available for unique situations that require extensive time and effort above and beyond the standard work duties.