



Job Description

Title:	Stewardship Director
Supervisor:	Executive Director
Location:	Hopewell, NJ
Date Prepared:	July 5, 2022
Start date:	Immediate
Hours:	40 hrs/week
Pay:	\$50,000-\$55,000/year

Summary of Position:

The Stewardship Director will oversee stewardship activities and grants of the Sourland Conservancy. Primary responsibilities will include the supervision of stewardship efforts in partnership with other organizations at various restoration sites throughout the Sourland Mountain region, grant writing and administration, project management, and building partnerships with other stakeholders. Primary activities project management, grants and directing staff. Fieldwork will consist of tree plantings, site visits, site maintenance, organizing data, and volunteer management. Administrative activities will include tracking inventory of materials and supplies, managing restoration site metrics, GIS mapping, working with vendors, data management and writing reports.

Duties and Responsibilities:

Staff oversight:

- Manage stewardship coordinator and interns and/or volunteers related to restoration activities. This also involves being able to communicate instructions clearly and help educate volunteers on the importance of the work being performed.
- Assist the Executive Director on projects as needed.

Project management:

- Updates stewardship committee, board members, and partner organizations on Sourland stewardship projects.
- Coordinate with Stewardship Committee on maintenance of existing project sites.
- Coordinate supplies and materials for ongoing restoration projects. This includes keeping an accurate inventory of all plant species, tools, fencing, and planting materials, as well as coordinating the movement of supplies between various site locations.
- Gather project-specific information to track restoration efforts and file grant reports. This information includes quantities of materials and supplies used, hours spent on site, GPS coordinates, photos (before, during, after), survival data, and site-related expenses.
- Researches and orders required materials for the projects, works with vendors and obtains quotes, makes purchases for projects, records financials.
- Develops and manages stewardship project budgets.
- Collaborate with partner organizations on restoration projects, including joint site visits to assess projects and sharing site updates during and after project completion.

Grants:

- Research, write and administer grants to fund stewardship initiatives.

**Education/Outreach:**

- Works with state and local agencies to develop Sourland specific education and training initiatives and restoration projects
- Gives presentations about Sourland Conservancy stewardship projects at local, regional and statewide conferences and meetings.
- Assists in fundraising activities by promoting and preparing materials for events.
- Help develop and implement fundraisers for stewardship projects.
- Organize and lead volunteer stewardship activities.

GIS:

- Create GIS mapping for restoration projects and properly manage GIS data.

Qualifications:

- Project management
- Grant writing
- Staff supervision
- Knowledge of New Jersey flora and fauna and ability to assess ongoing restoration projects.
- Knowledge of invasive species identification and management.
- Competent in Google sheets and docs.
- Ability to lift and carry 50 lbs and perform physically demanding work in rugged terrain.
- Pesticide applicator license (or willingness to obtain certification).
- Comfortable working outdoors, occasionally alone.
- First aid certification (or willingness to obtain certification)

Desired but not required:

- Knowledge of GPS / GIS mapping.

All Sourland Conservancy employees, volunteers and partners must follow CDC COVID-19 guidelines. Sourland Conservancy employees are required to be vaccinated and boosted against COVID-19.

Desirable Skills

This position is well-suited for individuals that have a strong interest in natural resource and land management, habitat restoration, conservation biology, environmental education/outreach, and for those eager to hone their plant identification skills. Experience in native and invasive plant identification, ecological field monitoring/surveying, gardening/landscaping, and GPS/GIS mapping are a plus, but not required.

To Apply

Please send resume, cover letter, and contact information for two references in one document to info@sourland.org. Applications will be reviewed and interviews will be scheduled on a rolling basis. Your cover letter should describe why you are interested in this role, how your skillset suits the position, and why you feel it would advance your long-term career objectives. Please include any scheduling considerations.



Located in the heart of the most densely populated state in the nation, the 90-square-mile region sequesters carbon and provides fresh air and critical habitat for people and animals - including 57 state-listed, threatened and endangered species. Streams that begin their journey on the Mountain flow into rivers that provide clean drinking water for millions of people in New Jersey and Pennsylvania. Migratory birds, fish and other animals rely on the Sourland forest to provide crucial food, shelter and breeding areas.

Over one million Sourland Mountain trees will die within the next few years due to an invasive insect, the emerald ash borer. The Sourland Conservancy is working with public and private landowners to mitigate the EAB's impact and restore the forest. This complex restoration effort began in 2020 and will continue for many years. The Conservancy and its partners will identify and prioritize sites and work with the landowners to develop the most effective plan for each site.

For more information about the Sourland Conservancy, please visit our website at www.sourland.org

The Sourland Conservancy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, family status, or veteran status. The Sourland Conservancy values a diverse workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.