

# FORT&RRA

## JOB DESCRIPTION

**Position:** Lands Manager  
**Reports To:** Stewardship Director  
**Department:** Stewardship  
**Location:** Seattle, WA  
**Position Type:** Full-time, Salaried, Exempt

### Summary of Position

The Lands Manager is responsible for the monitoring and maintenance of Forterra's conservation easement and fee properties, currently a total of 124 properties covering over 15,000 acres in 12 WA counties. This position is the main point of contact for most of Forterra's properties, communicating with landowners and neighbors on a variety of issues related to conserved lands. In addition to carrying out monitoring work and providing technical expertise, the Lands Manager supervises a large team of volunteer leaders (Land Stewards) who assist with monitoring and maintenance of Forterra's lands. The Lands Manager also supervises contractors hired for restoration projects and coordinates volunteer work parties. To support these volunteer programs and contracted restoration projects, the Lands Manager often manages the administration of grants in addition to project managing the deliverables.

### Specific Duties

#### *Lands Monitoring and Maintenance*

- Monitor all Forterra fee lands, assessing each property for liabilities, changes, misuse of property, and need for restoration work.
- Monitor all conservation easements. Coordinate with landowners on site visits, provide recommendations on stewardship best management practices, and assess compliance with the terms of the easement on each property.
- Identify and document issues and/or violations, and work with the Staff Attorney and Stewardship Director as needed to remediate problems.
- Create management plans for Forterra fee lands, and complete annual monitoring reports for each easement property. Update maps, baseline documentation and management plans as needed.

#### *Volunteer and Community Programs*

- Manage the Land Steward program, including: assisting with volunteer recruiting; orienting new volunteers; coordinating annual goals and projects and assigning ad hoc tasks as needed; leading training sessions; and providing resources and consultation to volunteers.

- Organize and lead volunteer restoration work parties and youth engagement events on Forterra lands, including: assisting with volunteer recruitment; planning and securing materials for events; demonstrating safe and correct use of tools; overseeing volunteer work; and, coordinating with teachers and youth engagement program partners.
- Work with Forterra's Development team to identify and pursue funding sources for volunteer and community engagement programs.

*Project Management, Technical Consultation, and Administration*

- Prioritize restoration needs for Forterra lands and identify, pursue, and manage funding for targeted projects, including budget preparation, fund management, and reporting.
- Manage restoration projects from start to finish, including coordinating any volunteer or partner participation.
- Perform property inspections and stewardship calculations for new land transactions; advise Conservation Directors on stewardship needs for new properties, write management plans and/or baselines for new properties.

*Other duties as assigned.*

**Required Qualifications**

- Minimum 3 years of related work experience, including experience with environmental restoration, natural resource management and coordinating volunteers
- Working knowledge of Pacific NW native species and restoration techniques, management of common invasive weeds, and common issues associated with land management (vandalism, off-road vehicle use, etc.)
- Bachelor's degree in environmental science, natural resources management, forestry, or related field.
- Excellent oral and written communication skills.
- Strong ability to lead events and groups, including strong public speaking skills.
- GPS and GIS experience.
- Ability to work independently and as part of a team.
- Well organized, detail-oriented, able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Ability and willingness to work some non-standard hours for volunteer events, including evenings and weekends.
- Valid, insurable driver's license/record.

**Travel, Working Conditions, and Physical Environment**

This position is subject to activities beyond typical indoor environmental conditions of a professional office setting. The essential physical requirements of this position include:

- Ability to exert up to 50 pounds of force occasionally and/or an equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects.
- Ability to safely and correctly use hand tools associated with restoration work, and ability to instruct and supervise others in the use of same tools.
- Ability to travel over a variety of terrains.
- Ability to communicate accurately with co-workers, volunteer leadership, clients, and vendors about matters related to the daily operations of the organization.
- Ability to sit or otherwise remain in a stationary position at a computer workstation for the majority of the work day.
- Ability to frequently move about inside the office to access file cabinets, office equipment, etc.
- Ability to constantly operate a computer and other office equipment such as calculators, copy machines, and printers.
- Extensive travel and field time, approximately 50% of work hours. This position includes travel that requires the ability to drive a personal or company-provided car.

### **Criminal Background Check**

Because this position involves contact with members of the public, potentially including at-risk populations, Forterra will not hire into this position anyone who has been convicted of a criminal offense related to violence, fraud, or sexual misconduct. A criminal history background check will be conducted on the final candidates prior to beginning employment.