

Dysart Woods Land Protection Manager

Job Title: Dysart Woods Land Protection Manager

Classification: Non-Exempt Part Time – 20 hours per week with flexibility of scheduling hours not to exceed 40 per week with approval of Executive Director

Reports To: Captina Conservancy Executive Director

Workplace: Captina Conservancy office, 998 Shamrock Drive, Barnesville, Ohio and Dysart Woods, 61961 Dysart Woods Road, Belmont Ohio

Position Summary and General Purpose: To serve as the key resource for the overall well-being of Dysart Woods for every stakeholder in accordance with Captina Conservancy's mission, policies, and practices.

The Dysart Woods Land Protection Manager will model and act with the highest level of ethical standards and values.

Primary Duties and Responsibilities: The Dysart Woods Land Protection Manager is responsible and accountable for duties, as they relate to Dysart Woods, contained within this job description.

- Responsible for the day-to-day operations and management of Dysart Woods, under the auspices of the Executive Director, to ensure that the desired ecological, economic, social, cultural, and educational benefits exist
- Safeguards the achievement of the conservation mission in a strategic and focused manner
- Builds and strengthens relationships with members, volunteers, the community-at-large, businesses, agency partners, and other key stakeholders
- Works with contractors and public agencies to manage the old growth forest
- Ensures safe and equitable access for all
- Monitors, maintains, and builds parking lots, trails, viewpoints, and other infrastructure as needed including signage
- Works with the Executive Director and Board to identify needed materials and equipment for Dysart Woods

- Works with the Executive Directors, the Board of Directors, and the Projects Committee to establish and update land management plans for Captina Conservancy's Dysart Woods
- Identifies and implements short-term and long-term strategic goals
- Assist the Executive Director in maintaining accreditation with the Land Trust Alliance, including compliance with established standards for land trusts
- Develops supportive relationships with the Board of Directors, encouraging board involvement
- Serves as a liaison, as assigned by the Executive Director, with all organizations, government agencies, and individuals that impact the well-being of Dysart Woods
- Manages databases and social media as they relate to Dysart Woods, under the guidance of the Executive Director.
- Prepares regular written and oral reports to the Executive Director, Executive Committee, the Board of Directors, and any other entity as required
- Recruits, supervises, motivates, and evaluates Dysart Woods volunteers under the auspices of the Executive Director
- Responsible for ensuring quality educational and other types of outreach opportunities to promote and educate are available for Dysart Woods
- Assists the Executive Director in public relations efforts
- Represents Captina Conservancy at assigned meetings and other functions that benefit Dysart Woods
- Assists the Executive Director in identifying, writing, and implementing grants and funding sources, including special events, that benefit Dysart Woods
- Performs other duties as assigned by the Executive Director

Qualifications

A Bachelor's degree with two years of experience in Natural Science, Natural Resources, Trail Building and Maintenance, Nature Education, Conservation Biology, Forest Ecology, or a board approved related field

A minimum of three years of equivalent (life, work, and educational) experience may be substituted for a Bachelor's degree

Valid driver's license

Ability to operate small equipment such as chainsaw, mowers, etc.

Strong decision-making and problem-solving expertise

Must be able to multi-task and adjust to changing priorities

Ability to work effectively in collaboration with diverse groups of people

Must be mission-driven and self-motivated

Must be bondable, and be able to pass criminal background clearances if required

Must be able to pass a drug test if required

Physical Demands/Work Environment

Position requires employee to stand, sit, walk (especially distances on various terrains), bend, lift, carry, and ascend/descent steps; lifting and carrying may involve heavy objects

Work environment is primarily an outdoor environment

Position requires the ability to use tools, lawn mowers, chainsaws, and other necessary equipment

Travel may be required

Scope of Job Description and Modifications

This Job Description does not limit the tasks that an employee may be reasonably requested to perform, and in no way alters Captina Conservancy's at-will employment policy.

Individuals should request specific accommodations as appropriate.

Substantive changes to this Job Description may be made at the discretion of the Board of Directors at any time with, or without advanced notice.