



# Royal River Conservation Trust

P.O. Box 90 | Yarmouth, ME 04096 | [www.RRCT.org](http://www.RRCT.org) | (207) 215-8315

## RRCT STEWARDSHIP DIRECTOR FAQs

**Stewardship Director job material in black regular or bold font.**

*Answers to Frequently Asked Questions (FAQ) in blue italicized font*

### **Duties and Responsibilities**

- Lead and execute all property and easement stewardship activities and responsibilities of the organization; RRCT aspires to best practices and excellence in its ownership and management of 13 preserves or parcels totaling 680 acres and 64 conservation easements totaling 1800 acres, all located in seven towns and cities in Androscoggin and Cumberland Counties;

*FAQ: The professional challenge of administering 64 conservation easements should not be underestimated as a significant aspect of the job duties. RRCT's preserves are relatively lightly used, with roughly eight miles of trail for which RRCT is the trail manager. Additional trails and responsibilities benefit from RRCT effort through highly varied partnerships.*

*RRCT recently oversees various consultants and contractors for work to supplement staff expertise and staff capacity. No one person can execute all of RRCT's stewardship responsibilities without teamwork, supervisor and volunteer support, and consulting and contracting support with oversight.*

- Lead and supervise a wide variety of volunteer teams;

*FAQ: Through RRCT's new Trail Crew and other efforts, we have increased volunteer output for small trail projects and also engaged members toward larger stewardship and organizational engagement.*

- Primary staff support for volunteer committees;

*FAQ: Stewardship Committee and other committee attendance includes daytime or evening commitments, depending upon shifting culture and schedules of committee members, and staff. The leadership of a Stewardship Committee or other work groups or teams is a key opportunity.*

- Participate in a wide variety of partnerships with variable responsibilities and occasional leadership;

*FAQ: RRCT's relationships with municipalities, volunteer trail clubs, and state agency land managers are multifaceted and shifting opportunities.*

- Represent the organization in front of permit agencies, municipal boards and committees, and at public events;
- Maintain all stewardship records including databases, spreadsheets, annual reports and files;
- Support or lead the writing of property management plans, monitoring forms, and related reports;
- Support the development of organizational policies and practices and ensure compliance;

*RRCT follows Land Trust Alliance standards and practices; RRCT is not yet seeking accreditation.*

- Take on organizational tasks as assigned depending upon organizational needs, opportunities, and professional goals; opportunities exist for overlap or growth with outreach, education, fundraising, land acquisition, and executive functions of the organization.

*FAQ: There is an opportunity to align the position with the Stewardship Director's goals of professional growth or diversity of experience. However, the core tasks of property management and conservation easement administration approach a full work week, year-round, especially as RRCT's portfolio of ownership grows.*

*RRCT has not recently employed or engaged interns or summer employees. The Stewardship Director position has opportunities or challenges to grow into a supervisory position, depending upon the candidate's and organization's ability to manage growth.*

**Expectations:**

- Passion for the mission of the Royal River Conservation Trust;
- Ability to self-initiate and self-supervise but also to take direction; and
- Ability to adopt and enforce cultures of safety, environmental stewardship, voluntarism, and teamwork.

*FAQ: Self-supervision can't be over-stated. In a small office spread thin geographically, independent leadership and self-motivation is too often necessary.*

**Requirements:**

- Education or experienced knowledge of natural sciences;

- Relevant experience or demonstrated ability for continual progress and improvement in the following areas:
  - Property management practices including property boundary identification;
  - Office skills and technological tools including writing, software, geographic information, and electronic data and file management;
  - Work with complex deeds, surveys, and natural resource documents;

*FAQ: The professional challenge of administering 64 conservation easements should not be underestimated as a significant aspect of the job duties.*

- Construction and contractor management for property management including trails, trail bridges, and parking areas;
  - First aid and chainsaw training; and
  - Environmental permitting and compliance.
- Interpersonal and team skills;
- Ability to regularly perform physical labor; and

*FAQ: Physical labor alongside volunteers is frequent, year-round. Physical labor beyond volunteer interest must be met on occasion by the Stewardship Director. Lifting heavy objects, hauling, rolling, pounding, sawing, mowing and more are essential job functions.*

- Personal vehicle and driver's license for daily local travel.

*FAQ: Reimbursed at IRS rates*

## **Application Procedure**

Send a one-page pdf cover letter, pdf resume and contact information for three references to Alan Stearns, Executive Director at [Alan@RRCT.org](mailto:Alan@RRCT.org).

*FAQ: Alan's cell is (207) 215-8315 for any questions*

## **Additional Information:**

- Application deadline: open until filled. Review of application materials will begin upon receipt.
- Job type: 40 Hours (negotiable)
- Wages and benefits: Not to exceed parameters described in (this) document.

*FAQ: RRCT's approach to benefits is outlined in board-adopted policies published on its webpage (mission-vision page, below). Budgeted hourly wages are \$21/hr for the Stewardship Director position. Current health care law and policy requires that employees either have health insurance from another source (spouse or family, eg), or*

*alternately they must participate in RRCT's plan. RRCT's current plan is "bronze."  
More details upon request.*

- Start date: Negotiable
- Location: Yarmouth, Maine with local travel
- More information: [www.RRCT.org/mission-vision](http://www.RRCT.org/mission-vision)

**INTERVIEW TEAM AND PROCESS:**

*FAQ: Initial interviews will include a team of two or three board members or volunteers, along with RRCT Executive Director Alan Stearns.*

*FAQ: Initial interviews will be offered by phone, or in person, likely at RRCT's offices. RRCT does not plan to reimburse for travel to interviews. RRCT culture and dress is informal and outdoors.*

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