



# Royal River Conservation Trust

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

## **The Organization**

The Royal River Conservation Trust (RRCT) is a 501(c)(3) non-profit land trust dedicated to the preservation of the natural, recreational, historical, and agricultural resources of Maine's Royal River watershed for present and future generations. We are committed to building a team that reflects and celebrates differences in our personal identities, experiences, abilities, and skills.

## **Job Description - Stewardship Director**

The Stewardship Director is responsible for land management, conservation easement administration, and related efforts of the organization under the supervision of the Executive Director.

## **Duties and Responsibilities**

- Lead and execute all property and easement stewardship activities and responsibilities of the organization; RRCT aspires to excellence in its ownership and management of 16 preserves totaling 1000 acres, and 60 conservation easements totaling 1800 acres, all located in seven towns and cities in Androscoggin and Cumberland Counties;
- Lead and supervise a wide variety of volunteer teams;
- Lead volunteer committees as primary staff support;
- Participate in a wide variety of external partnerships with variable responsibilities and occasional leadership;
- 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;
- Write property management plans and comparable documents;
- Support the development of organizational policies and practices;
- Ensure compliance with a broad range of documents by a broad range of parties;
- Organizational tasks as assigned depending upon organizational needs and opportunities, and professional goals; overlap or growth opportunities exists with outreach, education, fundraising, land acquisition, and executive leadership functions of the organization.

## **Expectations:**

- Passion for the mission of the Royal River Conservation Trust and the imperatives of its 2022 Conservation Plan;

- Vision to ensure a culture of environmental stewardship;
- Fierce commitment to ensure welcoming access for all;
- Ability to self-initiate and self-supervise; and
- Ability to adopt and enforce cultures of safety, voluntarism, and teamwork.

**Requirements:**

- Education in natural sciences;
- Relevant experience or demonstrated ability for continual progress and improvement in the following areas:
  - Technology especially geographic information systems and data management;
  - Property management practices including property boundary identification;
  - Interpretation of complex deeds, surveys, and natural resource documents;
  - Construction and contractor management including resource surveys, resource management, trail construction, and parking lot construction;
  - Environmental permitting and compliance.
- Interpersonal and team skills;
- Ability to regularly perform physical labor including lifting heavy objects and hiking long distances while carrying equipment; and
- Personal vehicle and driver’s license for regular local travel.

**Application Procedure**

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

**Additional Information:**

- Application deadline: open until filled. Review of application materials will begin after Labor Day, on September 5, 2023.
- Job Type: full-time (negotiable)
- Wages and benefits: Not to exceed \$27.16/hr with additional benefits.
- Start date: Negotiable
- Location: Yarmouth, Maine with local travel
- More information including FAQs and HR benefits: [www.RRCT.org](http://www.RRCT.org)

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