



Protecting the land we love  
for future generations

## Land Stewardship Manager – Job Description

**Term:** full-time, 2-year contract with flexible schedule, 40 hour week with some weekend and evening work required

**Annual Compensation:** \$60,000 - \$70,000 based on experience

*The Haliburton Highlands Land Trust (HHLT) is growing! With your passion for land conservation and outreach, you will contribute to the success of that growth by leading our land stewardship activities, increasing our land securement opportunities and enhancing our reputation in the community and beyond.*

### Overview

Haliburton Highlands Land Trust (HHLT) is an environmental charity that works to protect the natural heritage in Haliburton County for current and future generations. All the properties we own and manage have management plans that inform our stewardship activities. Each of our properties has a management committee or lead volunteer and is represented by one or two of these volunteers on our Lands Committee.

HHLT has done a great deal of research in Haliburton County, including mapping and evaluating several large wetland complexes, conducting research on habitat connectivity and maintaining a database of species at risk observations. This research has helped inform our conservation efforts and has revealed the ecological importance of the Highlands Corridor – a unique landscape conservation project that HHLT is leading.

The Highlands Corridor extends across southern Haliburton and northern Peterborough counties, within the territory of the Williams Treaties First Nations. The Corridor covers over 100,000 ha of unceded public and private land, rich with wetlands, forests, wildlife communities, species at risk, and deep carbon deposits. Our goal is to protect the Highlands Corridor and have the unceded Crown land designated as a conservation reserve.

Recognizing the importance of good private land stewardship within the Highlands Corridor, in 2021, HHLT started a Partners in Conservation (PIC) program. Private land within the Corridor is a critical component of habitat connectivity and maintaining biodiversity. Our aim is to maintain and enhance relationships with our present PIC partners and grow our PIC program to encourage more landowners to participate in good stewardship activities.

The Land Stewardship Manager will work with the Co-Chairs of the Lands Committee and report back to them and the HHLT Board of Directors.

## **Responsibilities**

### **HHLT Property Management (75%)**

**The Land Stewardship Manager will use their knowledge of the County's ecosystems and good stewardship practices to:**

- Review all HHLT property management plans from the perspective of continued suitability and develop a work plan to implement all activities
- Monitor and/or implement all stewardship activities for three HHLT Managed Forest Tax Incentive Program (MFTIP) plans and for two HHLT properties enrolled in the Conservation Land Tax Incentive Program (CLTIP)
- Help HHLT management committees produce annual work plans and budgets
- Advise all property management committees and work with committee members to implement existing management plans and determine best practices for accomplishing this work

### **In addition, the Land Stewardship Manager will:**

- Document all work and submit regular reports to the Co-Chairs of the Lands Committee
- Become a member and attend all meetings of HHLT property management committees
- Engage in an outreach program to neighbouring properties to establish and/or maintain good relationships with neighbours. Establish a database to track communications
- As directed, plan and assist with research initiatives on HHLT properties
- Assist with the completion of the annual monitoring of an HHLT conservation easement agreement
- Recruit and train volunteers for HHLT property management and property monitoring, including annual boundary checks
- Plan and implement one training event for all HHLT land stewardship volunteers per year
- Plan and implement one event on land conservation options per year
- Plan and implement opportunities for youth to volunteer on HHLT properties and/or to undertake research projects
- Create a Property Profile for each HHLT property that includes donor/seller information, physical attributes of property (e.g., size, habitat, important species), tax incentive enrollment programs, critical dates for agreement renewals if applicable, partner information, and other key information for website and administrative purposes.
- Assist in the fulfilment of key HHLT strategic objectives

### **Land Securement (10%)**

HHLT is committed to exploring opportunities for land securement, especially within the Highlands Corridors. Opportunities may include property donation or purchase, conservation easement options and/or bequests.

**The Land Stewardship Manager will:**

- Promote a suite of HHLT conservation options to landowners
- Assist the HHLT Land Acquisition Committee with land securement
- Collaborate with the HHLT Land Acquisition Committee to evaluate potential land acquisition opportunities
- Assist in determining management objectives, preliminary management plans and associated expenses for potential property acquisition

**Program Support (15%)**

The Land Stewardship Manager will assist in capacity building and program planning.

- Assist with HHLT marketing and communications, highlighting the important role of land conservation and stewardship in enhancing landscape connectivity, maintaining biodiversity and building climate change resilience
- Work with the HHLT PIC Coordinator to assist with a communications plan to promote the PIC program and community events to raise awareness and attract new partners
- Collaborate with the PIC Coordinator to evaluate the needs of our PIC partners and provide information and presentations/workshops relevant to good stewardship
- Refine governance practices required for successful land stewardship
- Track and report on success
- Support the development of a fundraising plan to finance land stewardship and acquisition
- Assist with fundraising activities to support land conservation, research and education
- Create a monthly progress report for board meetings and attend meetings as required

**Position Requirements**

- A degree or diploma, or equivalent combination of other education and work experience, in environmental science or studies, ecological restoration, forestry, geography, sustainability studies or a discipline related to the role
- 3 years of professional experience that includes environmental field work and land stewardship with preference given to individuals with experience in the charitable land conservation sector.
- Project management and implementation experience
- Knowledge of local flora, fauna, natural heritage features and experience with restoration and stewardship activities
- Experience using Esri GIS programs an asset
- Experience in landowner and/or stakeholder relations, sales or member services,
- Valid G2 license, access to a reliable vehicle and comprehensive insurance
- Must be prepared to work some evenings and weekends in a mix of office and field (often alone) environments

- must have access to a home office, computer and cell phone

**Experience and/or knowledge in the following is considered an asset:**

- ecosystem management and monitoring
- land securement and the importance of land protection
- grant and report writing
- public speaking
- a range of computer skills relevant to the job
- marketing and communication
- Managed Forest Tax Incentive Program
- engagement with First Nations and/or other significant stakeholders

This position will appeal to someone with an interest in community led conservation and an aptitude for working independently and collaboratively with a variety of landowners, HHLT staff, directors, volunteers and other environmental organizations. We are looking for someone who is comfortable and skilled in the field, has exceptional people skills and will positively represent HHLT in the community and beyond.

The successful candidate is expected to comply with HHLT values and ethics.

**HHLT will provide:**

- management plans for all HHLT properties & MFTIP plans for all PIC properties
- GIS support
- admin support
- HHLT shared office space
- opportunities to consult with HHLT project biologist and MFTIP planner
- support from HHLT webmaster and other volunteers from relevant HHLT committee
- a mileage allowance, up to \$3,000/year

**How to Apply**

Your application should include a resume and a cover letter as one document, which specifically addresses how your interests, skills and qualifications relate to the job tasks and responsibilities.

Send application as a PDF or Word document with the following file name format: Land Stewardship Manager-Last Name\_First Name.

Email your cover letter and resume in one document to Haliburton Highlands Land Trust at [admin@haliburtonlandtrust.ca](mailto:admin@haliburtonlandtrust.ca) by 5:00pm on Friday, April 12, 2024 with the subject line “Land Stewardship Manager”. Applications received after the closing date and time will not be considered.

HHLT values diversity and inclusion and encourages applications from all qualified applicants. Thank you for your interest in the Haliburton Highlands Land Trust. Although we appreciate all applicants taking the time to express their interest in joining the Haliburton Highlands Land Trust team, only candidates selected for an interview will be contacted.