



Protecting the land we love
for future generations

Land Stewardship Manager – Job Description

Title: Land Stewardship Manager

Reports to: The Chair of the Lands Committee

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

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

Location: This is a hybrid work position that requires travel and in-person meetings throughout the Haliburton Highlands. Desk space will be provided at the HHLT office at 739 Mountain Street Haliburton, ON K0M 1S0. It is expected that a minimum of 1-2 days (or equivalent) will be spent working at the office.

Overview of the Haliburton Highlands Land Trust

Haliburton Highlands Land Trust (HHLT) is an environmental not-for profit charity that works to protect the natural heritage in Haliburton County for current and future generations. The protection of lands and waters, research, community engagement and education drive HHLT's mission. Since its founding in 2005, HHLT has secured 6 properties (>1300 ac) through donation, conservation easement agreements and purchase. All the properties owned and managed by HHLT have management plans that fulfill land stewardship responsibilities. These properties represent the biodiversity of Haliburton County, often including species at risk and significant landscapes such as wetlands. During these past 20 years, HHLT has also initiated a variety of projects that include: protecting species at risk such as Blanding's Turtles; mapping wetlands; assessing and analyzing the landscape to identify natural corridor features for connectivity and biodiversity of wildlife and climate change resilience; and recruiting private landowners in an ongoing Partners in Conservation program that emphasizes education and direct stewardship.

About the Land Stewardship Manager's Role

The Land Stewardship Manager (LSM) will work collaboratively on projects with other staff and volunteers on topics such as educational events, communications, fundraising, land acquisition, specific property stewardship management and more. Our ideal candidate is multi-talented and able to contribute to a wide range of projects. The LSM will work with the Chair of the Lands Committee and provide monthly reports to the HHLT Board of Directors.

This position will appeal to someone with an interest in community-based 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.

Responsibilities

Property/Stewardship Management (60%)

- Review all HHLT property management plans from the perspective of continued suitability and develop yearly work plan to implement all activities
- Monitor and/or implement all stewardship activities for HHLT's Managed Forest Tax Incentive Program (MFTIP) plans and 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.
- Document all land stewardship work and submit regular reports to the Board of Directors
- 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 such as bioblitzes and on-going biological monitoring
- Assist with the completion of the annual monitoring of an HHLT conservation easement agreement and HHLT owned or managed properties
- 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 (15%)

- Promote a suite of HHLT conservation options to landowners
- Assist the HHLT Land Acquisition Committee with land securement including planning meetings, keeping detailed information on the status of various land acquisition projects, and keeping central databases of information up to date.
- 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 (25%)

- Assist with HHLT marketing, communications and fundraising, 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 where necessary 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
- Attend all Board meetings and present a monthly report
- Assist with grant applications, project tracking, and reporting. Conduct routine searches seeking new grant opportunities. Maintain a calendar to organize important dates.

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 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
- computer skills and expertise in one or more of the following: MS365 Office (content creation and presentation), Access, Dataverse or Postgres (data management), Google Drive (document management), Esri ArcPro, QGIS (mapping and GIS software)
- marketing and communication

- Managed Forest Tax Incentive Program
- engagement with First Nations and/or other significant stakeholders

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 by 5:00pm on Friday, January 9, 2026 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.