



Teatown Lake Reservation *Job Description*

Title: Land Protection Specialist

Summary of Position:

Teatown Lake Reservation is an education center and membership organization located on a 1,000-acre nature preserve in the Lower Hudson Valley. Our mission is to inspire our community to lifelong environmental stewardship. Teatown maintains over 15 miles of trails and hosts over 20,000 visitors annually. The Land Protection Specialist is responsible for ensuring and implementing the strategic and tactical aspects of Teatown's land acquisition and long-term land protection program in compliance with the Land Trust Alliance's Standards & Practices.

At Teatown Lake Reservation, our priority is finding the best candidate for the job. We encourage you to apply even if you don't meet all the qualifications or have a less traditional background.

Reports To: This position reports to the Director of Stewardship.

Supervises: The Land Protection Specialist has no direct supervisory responsibility but may collaborate from time-to-time, as directed by the Director of Stewardship, with Teatown's technicians and/or interns to accomplish land protection priorities.

Principal Responsibilities:

- Coordinate and implement regular monitoring of Teatown's conservation easements and fee land boundaries, including timely completion of field work, and baseline documentation and annual monitoring reports.
- Ensure that Teatown's boundaries and conservation easement agreements with neighbors are understood and protected, and maintain constructive and amicable relations with our neighbors, coordinating resolution of any violations, boundary encroachments or issues that arise from conservation easement and fee land monitoring.
- Coordinate all aspects of land acquisition projects, including the legal, title, survey, appraisal, and other outside professional services needed to assist in completing real estate transactions.

Teatown's mission is to inspire our community to lifelong environmental stewardship

- Keep all land-related policies, records, and other documentation up-to-date and compliant with Land Trust Alliance Standards and Practices and Teatown's Document Retention Policy and Procedures.
- Ensure that donated land and conservation easement transactions meet IRS standards for timely delivery of pre-donation and post-donation landowner notifications and Qualified Appraisal standards.
- Coordinate Teatown's spatial data management. This will include collection of field data, digitization of historical data, map making and organization of Teatown's spatial databases, and will encompass data related to land protection, land stewardship, and ecological monitoring.
- Coordinate reaccreditation process every 5 years with the national Land Trust Accreditation Commission.
- Use Teatown's Land Protection Policy and Criteria to guide acquisitions, and in collaboration with other key staff and stakeholders, develop and refine plans and strategies for identifying high-priority land conservation targets in the vicinity of Teatown's core holdings.
- Engage in ongoing neighbor rapport and communication, identifying landowners who might consider protecting their land that meets Teatown's acquisition criteria, and discussing with them the options, techniques, and benefits of protecting their land with Teatown.
- Maintain constructive relationships with partner agencies and organizations (Con Edison, Westchester County, Westchester Land Trust, etc.) with which Teatown has land-related agreements and ensure that these land-related agreements remain current and in good standing.
- Represent Teatown in outreach and collaboration within the land trust community and in local municipalities to promote awareness of the benefits of land conservation.
- Work with the Development department to assist in the cultivation of donor prospects and create solicitation strategies for potential donors of land and easements.
- Assist in land protection grant preparation, review, and implementation.
- Collaborate with the Development staff to identify and develop funding strategies to secure funds for easement endowment and conservation defense initiatives.
- Attend Land Protection Committee meetings prepared to make presentations on land projects as needed.
- Prepare annual tax-exempt parcel filings for submission to municipalities.

Position Requirements:

- Bachelor's degree in a relevant field and 2+ years of related work experience, or equivalent combination of education and experience.
- Specialized skills and experience related to the legal and technical aspects of land ownership – experience with conservation transactions preferred.
- Knowledge of land trust best practices, and the standards for adhering to and sustaining Land Trust Accreditation.

- Experience using ArcGIS and related applications for spatial data collection, cartography, and spatial data management.
- Ability to read and interpret land deeds, survey maps, aerial photographs, and landscape features.
- Ability to navigate off-trail in rugged terrain while carrying equipment in all weather conditions.
- Project management experience – experience working with partners and contracted professionals preferred.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail in both field work and in managing data.
- Proficient computer skills including Microsoft Office 365 applications, Zoom.
- Ability to work well in groups.
- Have a commitment to diversity, equity, inclusion, and justice to ensure that all people are respected and welcomed at Teatown Lake Reservation. This includes participating in ongoing education and other work the organization undertakes to develop and incorporate these principles.
- Must be able to work independently and interact professionally with a variety of Teatown stakeholders.

Location:

This position will be based out of Teatown Lake Reservation's offices located at our Visitor Center/Headquarters in Ossining, NY. Teatown offers hybrid work schedules at this time; coordinated with their supervisor and depending on the job, staff may be able to split time working remotely, as well as in the office and in-person on the land. Generally standard working hours, with some flexibility, to be coordinated with supervisor.

Benefits:

This is a full-time salaried position with a regular work week of Monday – Friday, 7 hours a day, with weekend and evening work required on occasion. Benefits include health, vision, dental, and life insurance as well as 403(b) retirement plan.

Salary range: \$55,000 - \$70,000 depending on experience plus generous benefits package; 403(b) retirement plan with employer match; generous paid time off, including annual leave, sick leave, personal days, and federal and floating holidays.

Instructions: To apply, please send your résumé and cover letter to Alan Sorkin, Managing Director, at asorkin@teatown.org. No phone calls, please.