



# Job Description

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## Stewardship Manager

**Reports To:** Executive Director

**Date:** March 1, 2026

### **Job Summary:**

The Stewardship Manager is a full-time position with benefits. The position reports to the Executive Director. The person is responsible for stewardship of assigned properties and supervision of volunteers to help fulfill the task.

The Stewardship Manager may occasionally be asked by the Executive Director to assist other SBALT staff with projects outside of the stewardship tasks.

### **Job Responsibilities:**

- Perform and manage volunteers and contractors to steward fee properties as assigned
  - Lead natural resource stewardship and support access management on the following properties: Nyland Property, Rancho Larios Open Space, and other properties as they are acquired.
  - Manage contract professionals, maintenance crews, volunteers, and others in stewardship projects.
  - Collaborate with grazing lessees, Indigenous partners, partner organizations, and neighbors on stewardship activities, including prescribed fire and cultural burns.
  - Maintain accurate records for properties.
  - Determine, in collaboration with the Executive Director, priority stewardship projects (restoration, maintenance, security, etc).
  - Foster and maintain positive relationships with neighbors and partners of our lands.
  - Lead the monthly Ranch Days, Martin Luther King Day event, and the Post-Thanksgiving Hike. Collaborate with the Operations Manager on monthly announcements for the event activity.
  - Develop, in collaboration with the Executive Director, grants to fund stewardship projects. Administer the grants received.
  - Provide assistance on other properties consistent with organizational priorities.
  
- Provide stewardship expertise to easement landowners and mitigation partners
  - Provide agricultural expertise to Program Manager during acquisition process
  - Provide biological expertise to Program Manager during acquisition process
  - Conduct, or hire expertise to conduct, biological surveys on easement lands when required by the terms of the easement.

- Conduct annual easement surveys, including accurate reporting
- Provide stewardship support to the Board of Directors and Committee members
  - Serve as the staff lead to the Stewardship Committee
  - Report monthly to the Lands Committee and Board of Directors on the status of stewardship activities on easement and fee lands.
- Systems Management to Stewardship Department
  - Maintain Esri licenses and provide technical assistance to staff who use GIS. Maintain online GIS. Provide guidance on BMP for GIS files.
  - Collaborate with Operations Manager and Projects Manager to support the accreditation process consistent with LTA requirements. Collect and organize materials accordingly.
  - Maintain Land Trust's Operator's ID current with County Agricultural Commissioner's Office. Obtain required annual training for use of pesticides.

**Required Knowledge, Skills, Ability & Experience:**

- An understanding of the conservation of natural, agricultural, cultural, and open space resources and the role of land trusts in that effort.
- Master's degree or equivalent experience in agriculture or the biological sciences.
- Five years' experience working in agriculture or conservation land stewardship
- Ability to interact effectively with many personalities
- Ability to maintain clear and accurate records
- Ability to manage time efficiently
- Proficient with computer programs including Microsoft Office (Word, PowerPoint, and Excel), Adobe Acrobat, esri GIS, Landscape, Property Analysis Record (PAR), and phone apps.
- Proficient with maps, GIS, and GPS technology
- Proficient with using a camera and compass
- Have a driver's license and be capable of driving safely in city, rural, and 4-wheel drive conditions.
- Physically capable of walking in various terrains including steep, muddy, heavily vegetated, and sandy conditions.
- Physically capable of outdoor labor associated with land stewardship, such as digging, reaching, lifting up to 50 lbs, squatting, pulling, etc.

**Desired Knowledge, Skills, Ability & Experience:**

- Experience reading and understanding legal documents
- Knowledge of the production methods for regional agricultural products
- Knowledge of regional plant and animal species and the disturbance regimes that support or threaten them.
- Experience with wildland fire, weed management, ranch road maintenance, native habitat management and restoration, endangered species management, and grazing management.
- Experience with conservation easements
- Experience writing successful grants
- Advanced first aid training
- Experience working within the incident command system (ICS)

- Bilingual Spanish/English speaker

**Direct Reports**

- None

**Compensation**

- \$26.00 to \$32.00 depending on experience

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.