



**Title:** Land Steward  
**Location:** Bozeman, MT  
**Reports to:** Stewardship Manager  
**Status:** Permanent/ Full-time  
**Salary:** \$50,000-\$60,000 DOE, with generous benefits package (see below)  
**Apply by:** Open until filled; review of applications will begin on February 6, 2023  
**Projected Start:** April 2023

### **Summary of Position**

The Stewardship Program of the Gallatin Valley Land Trust (GVLTrails) maintains trusting and professional relationships with conservation easement landowners throughout our region. The primary responsibility of the Land Steward is to visit and monitor a portion of the organization's 122 conservation easement properties to ensure compliance with easement terms. This includes writing detailed monitoring reports and maintaining diligent stewardship records. The Land Steward will also review and interpret easement documents as necessary to help landowners address questions or concerns about their easement. The Land Steward supports the land conservation team with the development of baseline documentation reports for new conservation projects and may be asked to support special projects with GIS mapping. The Land Steward works closely with the Stewardship Manager as well as a larger 6-person Land Conservation team.

### **About the Gallatin Valley Land Trust**

Gallatin Valley Land Trust (GVLTrails) connects people, communities, and open lands through conservation of working farms and ranches, healthy rivers, and wildlife habitat, and the creation of trails in the Greater Yellowstone Area of Montana. Since our founding in 1990, GVLTrails has partnered with 122 families to conserve 52,000 acres of land and has helped create over 90 miles of trails in the Main Street to the Mountains trail system.

### **Job Duties**

#### ***Monitor conservation easement properties (60%):***

- Visit and monitor conservation easement properties in compliance with Land Trust Alliance (LTA) Standards and Practices.
  - Prepare for site visits, including: landowner outreach/visit scheduling; review of previous monitoring reports, associated maps, conservation easement deed, and baseline documentation report.
  - Conduct site visits and document current conditions as well as any easement violations and/or natural resource concerns. Or alternatively, utilize remote monitoring methods, such as satellite imagery or aerial overflight, as assigned.
  - Conduct follow-up communications with landowners for clarification of any questions/concerns.
  - Prepare written monitoring report of site visit and property assessment, including physical and digital filing of final reports, maps, and photos.
  - Ensure timely reporting of any observed issues, violations and/or resource management concerns to senior Stewardship staff.

***Support landowners with easement interpretation and land stewardship (20%):***

- Manage landowner requests for exercise of reserved rights, provide interpretation of easement terms, and assist with other enforcement-related tasks.
- Assist landowner efforts to enhance conservation values on their property by providing informational resources and connections to conservation partners and resource management professionals.

***Complete baseline natural resource inventory reports (15%):***

- Conduct field work, research property history, write, and produce baseline documentation reports for new conservation easements, and amend outdated baseline reports as needed.
- Perform GIS mapping tasks for baseline documentation reports, new conservation project development, and general data management.

***Additional Duties (5%):***

- Attend meetings of local watershed groups, land trust/conservation partnerships, etc.
- Attend staff, team, committee, and board meetings as well as organizational trainings.
- Office and administrative tasks as necessary.

**Qualifications**

- Minimum of bachelor's degree in natural resources management, range science, wildlife, agriculture, or another related field of study and/or applicable experience.
- Three years of experience, preferably in the area of conservation, natural resources management, agriculture, or another applicable field.

**Skills and Knowledge**

- Passion for protecting and stewarding the working lands and critical habitat of southwest Montana.
- Outgoing and diplomatic personality with the ability to develop relationships with people from diverse backgrounds and world views.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Experience working in a partnership capacity with private landowners.
- Experience with conservation easements is preferred.
- Working knowledge of natural resource management and/ or agricultural best practices, preferably in Montana's Gallatin Valley region or the Northern Rockies.
- Familiarity with standard field sampling techniques and data management, including digital photography and GPS data collection and management.
- Demonstrated expertise with ArcGIS (ArcGIS Desktop, Online, and/or PRO).
- Proficiency with MS Office, including: Word, Excel, PowerPoint and Outlook. Basic experience with database management and advanced computer functions including Salesforce CRM.
- Ability to independently organize and conduct field work

**Working Conditions**

- Work from GVLТ office in Bozeman. Significant field work (75%) in spring, summer and fall. Work is mostly office-based in the winter.
- Frequent day travel throughout Gallatin and Park Counties during monitoring season in GVLТ provided vehicle. Employee must possess a valid driver's license.
- Must be able to walk semi-rugged terrain for up to 2 miles while visiting conservation properties.
- May need to navigate in remote terrain.
- May be have the opportunity for overnight travel once-twice a year for professional development.

### **Benefits**

- 2 weeks paid vacation increased to 3 weeks after one year of employment. Employees gradually increase to 5 weeks of paid vacation after 5 years of employment.
- 10 days of paid personal leave and 10 paid holidays.
- Eligible for a 2-month paid sabbatical after 5 years.
- 100% coverage for employee's Health, Vision and Dental Insurance premiums; 50% coverage for dependents and monthly HSA contributions.
- 100% coverage of Long-Term Disability Insurance, Basic Term Life and AD&D Insurance.
- Matching retirement contributions up to 3%.
- 2-months paid family leave.
- Flexible and family-oriented schedule.
- Investment in professional development.

### **Application Procedure**

Please submit a cover letter explaining your interest in the position with resume and three professional references to: EJ Porth, [ej@gvlt.org](mailto:ej@gvlt.org). This position will remain open until filled. Applications will be reviewed starting February 6, 2023. GVL T is an equal opportunity employer and values candidates who bring diverse perspectives to our work.