



## **LAND MANAGER**

### **Open Position Description**

Job Status: Full-time, Non-Exempt  
Position reports to WHF Senior Biologist

Wage Range: \$45,000-\$55,000 annually  
Excellent benefit programs

#### **POSITION SUMMARY**

The Land Manager is a new and exciting position offered by Wildlife Heritage Foundation (WHF). The primary task is to manage large, natural properties held by WHF as vital habitat for plant and animal species, intact natural resources, and functional ecological systems. Most properties are managed grasslands, often with special status wildlife/plant species, water bodies, and other natural resources that are the focus of management efforts. Most of the properties are in Contra Costa County (CA), but others are elsewhere in the San Francisco Bay Area. You will report to WHF's Senior Biologist. We welcome and encourage persons with a multi-cultural background or experience to apply.

#### **ESSENTIAL FUNCTIONS**

1. Provide land management to WHF preserves including planning, management, annual site monitoring, and maintenance activities.
2. Oversee, implement and coordinate land management activities (with particular emphasis on vegetation and grazing management) and infrastructure maintenance (e.g., repairing fences, posting signs, or irrigation systems).
3. Conduct simple enhancement and/or restoration activities on WHF properties.
4. Assess management responsibilities for preserves and determine if/when additional services are needed. Coordinate securing contractors, as needed, and monitor and track contractor performance.
5. Conduct inspections of preserves to ensure compliance with conservation easement terms and management requirements. Prepare corresponding written reports.
6. Represent WHF to external stakeholders and work professionally and effectively with entities such as WHF project proponents, landowners, resource agencies, consultants, and other conservation organizations.
7. Assist in the field work and preparation of land management documents for new projects.
8. Identify and report any land management or maintenance needs on properties. Coordinate the successful implementation of the tasks.
9. Other responsibilities and duties as assigned.

## **REQUIREMENTS AND QUALIFICATIONS**

- Passionate about protecting and managing California's plants, wildlife and natural resources.
- Working knowledge of natural resource land management practices, including but not limited to annual grassland and conservation grazing management. Experience conducting Residual Dry Matter measurements is a plus.
- Familiar with California grassland and woodland communities, including common invasive plant and animal species.
- Proven self-starter, able to work efficiently with minimal supervision to meet habitat management goals.
- A minimum of five years of experience in land management and resource conservation.
- Bachelor's Degree in Environmental Science, Natural Resource Management, Biology, Agriculture, or related fields is preferred. Ten years of full-time experience in land management and resource conservation may serve as a substitute for a Bachelor's Degree.
- Willingness to attend, at employer expense, training sessions or conferences to improve skills and knowledge needed to perform assigned tasks.
- Ability to work collaboratively with land trust staff as part of a team.
- Effective and professional interpersonal skills and the ability to communicate with variety of audiences.
- Detail-oriented, well-organized, professional, dependable, and motivated.
- Ability to utilize hand-held GPS equipment, take photographs, and read topographical and other maps.
- Competence in working with common software programs, such as Word, Excel, and Adobe Acrobat, as well as email and the internet. Basic working knowledge of ArcGIS is desirable.

## **THE JOB**

- You will spend considerable time outdoors, managing nature preserves, and you may encounter inclement or hot weather. The work occurs primarily during the day, but there may occasionally be work on weekends or evenings. Some remote sites require overnight stays in local hotels.
- Comfortable working with off-road vehicles, trailers, and land management tools and equipment.
- Staff must adhere to standard field safety protocols. WHF will assist with meeting any necessary safety requirements and provide appropriate equipment and accommodations as needed.
- The job requires you to have a valid CA driver's license and will require driving in an WHF-issued vehicle. Will periodically require driving long distances.
- You must be able to lift and carry heavy boxes or equipment.
- You will confer regularly with staff, particularly the WHF Sr. Managing Biologist.

## **ABOUT WILDLIFE HERITAGE FOUNDATION**

The Wildlife Heritage Foundation (WHF) is a statewide 501(c)(3) nonprofit dedicated to protecting and enhancing wildlife habitat and connecting Californians to the outdoors. WHF works throughout California, and holds nearly 100,000 acres on over 150 conservation easements and fee title lands in both rural and urban areas. The preponderance of our portfolio are lands/waters conserved for wildlife protection, but we also protect farmland and lands suitable for education and recreation. WHF has been accredited by the Land Trust Alliance since 2008 and is a member in good standing of the California Council of Land Trusts. You can learn more at [www.wildlifeheritage.org](http://www.wildlifeheritage.org).

**Please send cover letter and resume to Kelly Velasco at [kellyvelasco@wildlifeheritage.org](mailto:kellyvelasco@wildlifeheritage.org).**

**Resumes will be considered on a continual basis, and the position will remain open until filled. No phone calls please.**