

U.P. Land Conservancy

2208 US Hwy 41 South, Marquette, MI 49855

Phone (906) 225-8067

Land Today for Life Tomorrow®

Position Available: Lands Program Manager

About Us

The Upper Peninsula Land Conservancy (UPLC) is a 20-year-old, nationally accredited 501(C)(3) nonprofit conservation organization located in Marquette, Michigan. The organization is responsible for the permanent protection of 6,184 acres of land across the Upper Peninsula of Michigan. UPLC protects land utilizing three methods: Conservation Easements, Preserves, and Working Forest Reserves. We practice “community conservation,” that is, we protect land *for* the community—private land is protected for its conservation values through conservation easements, our forest reserves provide local jobs and educational recreational areas through the CFA program while preparing the area for climate change; and our Preserves are open for the public to enjoy. We protect “*Land Today for Life Tomorrow*” and we feel that everything we do embodies that promise. The culture of the organization is built on collaboration and consensus, with each of us wearing multiple hats—and loving it!

About The Position

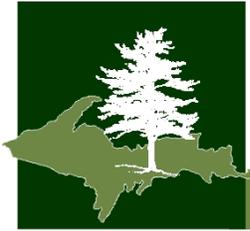
If you are a motivated self-starter with excellent science and communication skills, a passion for protecting land, and a desire to grow with us, read on! This is a part-time (32 hour), flexible-schedule, year-round position starting in May of 2018. The work is based in UPLC’s Marquette office with significant travel across the Upper Peninsula of Michigan, field work, and some weekends and evenings required. Travel is approximately 40-60% of the work week during the growing season, light in winter.

Essential Functions

The Lands Program manager is a bedrock of our organization as the manager works to protect new properties and manage 64 currently protected properties across the UP.

- Land Management Plan Creation and Implementation
 - Works with Executive Director and Stewardship Committee to ensure the effective, sustainable management of properties UPLC owns (Preserves and Reserves)
 - Oversees UPLC’s restoration-based timber management program
 - Manages and implements UPLC’s trail program, including planning, building, accessibility assessments, and maintenance
 - Works with the Executive Director to ensure timely and appropriate donor relations.





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- Develops and implements procedures which enhance current monitoring processes in order to develop deeper knowledge of properties and the effects of management on these lands
- Organizes and conducts the annual land monitoring procedures and management practices

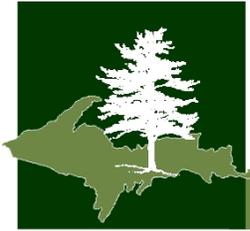
- Land Project Acquisition
 - Utilizes UPLC's land project ranking system in conjunction with UPLC's strategic plan to select and pursue new conservation easements, preserves, reserves, and trade lands
 - Develops and maintains relationships with current land owners, donors, and potential land project connections
 - Develops and maintains relationships with partners and other organizations to address community needs in accordance with our community conservation initiative
 - Oversees the entire land acquisition process, including baseline reporting, environmental assessment, and management plan creation.

- General Land Projects Management
 - Oversees participation in current forestry programs (CFA, QFP) and leads possible participation in FSC certification
 - Reviews properties for possible TerraFirma legal insurance claims and promptly report any claims
 - Ensures all procedures meet or exceed Land Trust Alliance Accreditation Standards in conjunction with Executive Director and Board
 - Coordinates and supervises interns, contractors, and/or volunteers in implementation of land stewardship projects
 - Works with the Fundraising and Outreach committee, Executive Director and Intern(s) to create and execute communications across several media
 - Keeps immaculate records of land projects in conjunction with other staff utilizing the LOCATE app for SalesForce and GSuite for NonProfits
 - Assists in development of work plans and budgets for acquisition and stewardship

Qualifications and Skills

- Master's Degree in a related field (e.g., ecology, forestry, conservation biology) and 3-5 years related experience, OR equivalent combination of education and experience.
- Experience managing, maintaining and populating databases and manual files.





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- Highly detail-oriented and self-motivated
- Proficiency with GSuite for Nonprofits and Salesforce NonProfit Edition preferred
- GIS/mapping certificate or significant experience (we use QGIS)
- Experience in land/real estate transactions highly preferred
- Training and/or experience with ecologically-oriented timber management
- Excellent communication skills in-person and by phone, email, written, and otherwise.
- Valid Michigan Driver's License and ability to operate a reliable personal vehicle for transportation to and from the UPLC Office in Marquette and to remote locations
- Ability to make independent decisions and work well under minimal supervision

Additional Information

The Land Program Manager is expected to attend all monthly board and stewardship committee meetings as part of their regular hours, and may occasionally be asked to attend other committee meetings in the evenings. Travel off site in a personal vehicle for property monitoring and field work is required, and attendance at and assistance with out-of-office events may be requested. Field work and events will sometimes extend into evenings, and will sometimes take place on weekends. The Land Program Manager must be willing and able to work in variable weather conditions at sometimes remote locations, on difficult and hazardous terrain and under physically demanding circumstances. The Land Program Manager reports to the Executive Director.

Compensation:

32 hours per week, hourly pay with flexible schedule and paid time off. Compensation commensurate with experience: \$13.00-16.00 per hour. Health insurance stipend upon successful completion of 90-day onboarding period. Mileage reimbursement at the federal rate for use of personal vehicle for Conservancy work.

To Apply:

Send a cover letter along with your resume, references, and relevant documents to uplc@uplandconservancy.org

