



JOB TITLE: Land Stewardship Manager **STATUS:** Full-time, exempt, salaried position
REPORTS TO: Executive Director **DATE POSTED:** December 2018

Position Summary: The Senior Land Steward is responsible for overseeing the management of the natural areas, natural spaces and native gardens of Neighborhood House of Milwaukee and manages the NH Conservation Corps effort. The person is responsible for overseeing and implementing the biotic and lands management plans and ensures that the efforts of the land stewardship team supports Neighborhood House programming, community use of the spaces and habitat restoration goals. The key areas of focus are the 93-acre NH Preserve and Nature Center near Neosho, WI, the grounds of Neighborhood House at 2819 W. Richardson Place, and the NH Garden Park on 27th Street. The position oversees these land management efforts at all these locations.

The Land Stewardship Manager reports to the Executive Director and works very closely with the NH Facility Manager and the NH Community Services Manager. The Land Steward supervises a team of part time Conservation Corps staff, both year round and seasonal staff, and works closely with other NH staff and volunteers to carry out the responsibilities. This is a full-time, exempt, salaried position with benefits, including health and an agency match of 401(k) retirement plan contributions.

Duties and Responsibilities:

Land Stewardship

- Formulates, oversees and implements short-term and long-term management/restoration plans for our Nature Center, the grounds of the Neighborhood House, and the NH Garden Park
- Works with NH staff and volunteers to implement the organization's goals for the natural areas which the Center manages
- Monitors grounds, amenities, and trail conditions
- Reports resource problems and works with other staff and volunteers to correct problems
- Removes invasive species, propagates and plants native species, maintains native gardens
- Follows safety protocol for all procedures

Management

- Participates in short-term and long-range planning, establishing priorities for land stewardship and improvements
- Oversees decisions to make the most effective and efficient use of skills, facilities, and equipment available
- Assists in preparing the annual operating and capital budgets
- Analyzes and forecasts land stewardship needs, advocating for adequate resources for the stewardship team
- Shares the Neighborhood House's mission and philosophy in various settings, including but not limited to, conferences and workshops related to the field
- Communicates and works with stakeholders, including but not limited to staff from our funding and program partners, and other nonprofit organizations

- Assists with related, ongoing NH fundraising efforts, including but not limited to reviewing draft grant proposals, creating reports and providing information about grant outcomes

Supervisory & Staff Coordination

- Supervises assigned Conservation Corps staff, year round and seasonal; participates in hiring; conducts orientation and training
- Oversees stewardship staff and their work, delegates responsibilities and manages their workload
- Mentors employees under supervision, encouraging their professional development
- Encourages, plans for and manages volunteer involvement in carrying out the stewardship management work
- Coordinates activities with other departments of the Neighborhood House, particularly the Community Services' Environmental Education and Facilities staff; ensures open communication between staff and stewardship team This includes but is not limited to the maple sugaring, environmental education, and urban agriculture activities.
- Communicates and works closely with Community Services and Facilities staff
- Communicates with Branch Managers to ensure branch specifics are being considered

Work Relationships and Scope:

Work will involve interaction with staff and volunteers, along with members of the public. Works cooperatively with land stewardship team and staff at all branches. Communicates and works with stakeholders from government agencies, nonprofits and businesses.

Knowledge, Skills, and Abilities Required:

Education/Training: BS or BA in natural sciences, botany, natural resources, land management or related field.

Experience: Minimum of five years of experience working in a related field with general experience working with and supervising groups of people. Knowledge of safety procedures is required.

Skills and Abilities:

- Knowledge of native Wisconsin plants required
- Strong commitment to conservation of Wisconsin biological diversity is essential
- Ability to train, motivate and supervise others
- Self-directed, reliable and motivated
- A team player, ability to interact well with other employees
- Excellent organizational and time management skills
- Ability to multitask and prioritize tasks
- Good problem solving skills and attention to detail
- Excellent oral and written communication skills
- Ability to work independently and with others, such as contractors, staff and volunteers
- Valid driver's license and clean driving record required
- Working knowledge of lawnmower, chainsaw, rototiller and other small machines
- Chainsaw certifications and pesticide/herbicide certifications are preferred and if not already certified, candidates must be able/willing to secure the certifications in 12 months of their hiring date.
- Knowledge of safety procedures

Working Conditions:

Job Conditions/Work Location: Based out of the Neighborhood House itself and responsible for

overseeing and traveling to and between the 93-acre NH Preserve and Nature Center near Neosho, WI, and the NH Garden Park on 27th Street. Some work is performed outdoors in all kinds of weather conditions and may involve potential exposure to hazards. Indoor work performed at desk in office setting with active team atmosphere.

Physical Requirements: Endurance to work outdoors throughout the seasons, lift heavy objects up to 50 lbs and properly use hand and power tools and equipment.

Equipment Used: Lawnmowers, four wheeler, chainsaw, rototiller, other small machines, NH vans, rented pickup truck as needed, utility vehicle, hand tools

Supervisory Responsibilities: Oversees overall operations of the NH Land Stewardship Team, including year-round and seasonal NH Conservation Corps crews, volunteers, and others.

NEIGHBORHOOD HOUSE HISTORY AND PROGRAMS:

Established in 1945, the mission of Neighborhood House of Milwaukee (NH) is to inspire and connect by strengthening families and our community. One of Milwaukee's oldest educational and social service agencies, NH will be celebrating our 75th anniversary in 2020. At NH, we believe a brighter future begins with a strong foundation. Our programming opens doors for people and empowers them to improve their lives and realize their dreams. We serve over 3,500 children and families each year. Our Early Head Start preschool program is YoungStar5 rated, amongst the best 6% in the area. Our International Learning Program, the largest refugee education effort in the State of Wisconsin, brings important refugee jobs, citizenship and ESL/ELL services to more than 500 individuals and their families annually. Finally, our 93-acre nature center and preserve in the central Kettle Moraine of Dodge County and our NH Garden Park are key parts of the strong environmental ethic that is part of our longstanding environmental education efforts.

Though we serve families from across the city, Neighborhood House focuses on the Near Westside neighborhoods, bounded by Hwy 41 on the west, I-43 on the east, Cherry Street on the north, and I-94 on the south. Our services are based in our home on Richardson Place, but we also work from multiple locations in the region.

NH is a financially-strong, fiscally-responsible agency with an annual budget of \$2.3 million, having earned a 2018 Platinum Rating from GuideStar and successive years of clean audits. More info on our work is available at <https://www.neighborhoodhousemke.org/>

TO APPLY:

To apply, send cover letter, bio/resume, and salary requirements to hroffice@nh-milw.org