



Stewardship Coordinator/Manager

Location: Hanover, NH

Employment Type: Full-time, salaried

Reports to: Executive director

Salary Range: \$55-68,000, based on experience

Benefits: The Hanover Conservancy offers a competitive benefits package including an employer match for retirement savings, a healthcare stipend, generous PTO, and professional development opportunities.

Application Deadline: January 31

About the Hanover Conservancy

The Hanover Conservancy, New Hampshire's oldest local land trust, is an independent, member-supported nonprofit organization dedicated to conserving land and water for our community. Since 1961, we have worked with private landowners, local and state officials, and partner organizations to protect the places that make Hanover special through conservation easements and fee acquisition. Our conservation footprint stretches from the Connecticut River to the slopes of Moose Mountain and beyond, supporting Hanover's human and nonhuman communities with clean water, four-season recreational opportunities, connected wildlife habitat, climate resilient landscapes, and more.

Position Overview

The Stewardship Coordinator/Manager is responsible for management of the Conservancy's nature preserves and stewardship of its conservation easements. Our expanding portfolio of protected lands includes more than 700 acres owned in fee, with another 570 acres under conservation easements. This position requires a balance of fieldwork and office work: monitoring easements, maintaining recreational trails, managing volunteers, communicating with landowners, writing and updating management plans, drafting baseline documentation, and more.

Additionally, the Stewardship Coordinator/Manager plays a key role in our Community Engagement program, and helps support an active schedule of public events, programs, and outings.

This is a regular full-time, 40 hour/week position based at the Hanover Conservancy office in Hanover, New Hampshire, reporting to the executive director (ED). Hours are staff-friendly and flexible; including occasional evening and weekend meetings and events. The position requires the physical ability to visit and conduct stewardship operations on Conservancy natural areas, including hiking for several miles in rough terrain and any weather.

The position will be filled at either the Coordinator or Manager level based on the selected candidate's qualifications and experience. The position will remain open until filled.

Key Responsibilities

Stewardship and Land Protection (75%)

Manage Conservancy-owned Properties

- Create and implement annual action plans for Hanover Conservancy properties in compliance with existing management plans.
- Maintain recreational trails, blazing, and boundaries.
- Write and update management plans for fee-owned properties.
- Oversee land management contracts with federal partners.
- Assist in maintaining records, maps, and project files for all conserved lands in Landscape database in accordance with LTA Accreditation standards.
- In support of ED and Lands Committee, source, evaluate ecological values, fundraise, structure, and implement new land protection projects and overall conservation strategy.
- Work with staff, volunteers, and partners to research landscape-scale conservation, land-use, and water resource issues facing Hanover's natural lands and implement landscape-scale conservation initiatives.

Manage Conservation Easements and Annual Monitoring:

- Conduct annual monitoring visits on privately-held properties protected by a Hanover Conservancy conservation easement.
- Proactively work to prevent easement violations by maintaining strong relationships with landowners and providing guidance on management activities.
- Investigate and document potential easement violations, and work with the executive director and Stewardship Committee to find positive outcomes with landowners.
- Conduct baseline documentation and current conditions reporting for new projects, and review proposed easement language for potential stewardship concerns.
- Maintain professional records in compliance with Land Trust Alliance Standards and Practices.

Community Engagement and Outreach (25%)

Support Public Programming and Communication Efforts:

- Help develop, coordinate, and lead educational events including outdoor trips, indoor lectures, and partnered programs.
- Contribute written and photographic content to the Conservancy's website, newsletter, and social media channels.
- Represent the Conservancy at meetings of the Hanover Conservation Commission's Biodiversity and Trails Committees.
- Act as an advocate for the Hanover Conservancy and conservation values—treat every interaction as an opportunity to engage a new supporter or thank an existing member.

Essential Qualifications

- Bachelor's degree in environmental science, natural resources, or a related field, or equivalent professional experience.
- 3+ years of experience in a natural resources field.
- Excellent written and oral communication skills and attention to detail.
- Self-motivated, willing to accept a challenge, and able to handle multiple priorities.
- Capable of conducting general trail work activities, including lifting and carrying up to 20 lbs. while traversing difficult terrain.
- Ability to communicate effectively with people of various backgrounds and interests.
- Proficiency with Microsoft Office.
- Ability to navigate in the forest alone with a map and compass.
- Valid driver's license, proof of auto insurance, and access to a reliable vehicle.
- Must be able to pass a background check.

Preferred Qualifications

- Advanced degree in environmental science, ecology/conservation biology, natural resource management, freshwater systems, or a related field.
- 8+ years of experience in a natural resources field.
- Proficiency with GIS (ArcGIS or QGIS), and/or Landscape Conservation Software.
- Experience engaging landowners, public officials, outdoor recreation users, neighbors on sustainable land use, forest ecology, forest and stream/riparian habitat conservation.
- Experience creating maps for conservation analysis and/or recreational use.
- Experience seeking funds and/or grant writing for conservation projects.
- Familiarity with conservation easements, land trusts, and/or experience working with nonprofit organizations.
- Familiarity with New Hampshire's natural history and ecology preferred.
- Experience writing and managing grants.
- Chainsaw, CPR, and/or first aid certifications.

Applicants that possess the Essential Qualifications above but do not have the Preferred Qualifications should not be discouraged from applying as this will not disqualify applicants from consideration for this position.

Compensation and Benefits

- \$55,000-\$68,000/year, depending on qualifications and experience
- 3% employer match contribution to retirement program
- Monthly contribution toward health care/insurance costs
- Quarterly contribution toward cell phone expenses
- Flexible work schedule, with opportunities to work remotely several days/week
- 13 holidays/year (11 fixed on calendar, 2 holidays of employee's choosing)

- 10 days vacation
- 10 days personal leave (for medical or family health needs)
- 5 days compassionate leave (due to death in immediate family)
- Up to eight weeks of unpaid parental leave
- Regular opportunities for professional development, including participation in the Land Trust Alliance Rally and NH Land Trust Coalition's annual meeting.

To Apply

Applications are due Saturday, January 31, 2026. The position has a desired start date of March 1, 2026, although the Conservancy is sensitive to relocation needs and timing. Please email a resume and cover letter (both in PDF format) to Executive Director Barry Matthews at bmatthews@hanoverconservancy.org. Please write "Stewardship Coordinator/Manager" in the email subject line.

The Hanover Conservancy values a diverse workforce and an inclusive culture. We value staff who work for the good of the whole and can effectively collaborate to achieve shared goals of the organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or and other protected status as required by applicable law.