

JOB DESCRIPTION

TITLE: Napatree Point Conservation Area Manager, The Watch Hill Conservancy
SUPERVISOR: Executive Director, The Watch Hill Conservancy
LOCATION: Napatree Point Conservation Area, Westerly, RI

SUMMARY OF POSITION:

The Napatree Point Conservation Area Manager ("Napatree Manager") is responsible for fulfilling the requirements of the Conservation Easement held by The Watch Hill Conservancy (WHC) over Watch Hill Fire District properties on Napatree Point. The position reports to the Executive Director of the WHC.

The major overall responsibilities of the Napatree Manager are:

- 1 Serve as the primary point of contact for questions, programs, and issues related to the Napatree Point Conservation Area (NTPCA).*
- 2 Hire, train, and supervise all seasonal staff working in the NTPCA.*
- 3 Carefully develop Conservation Area policies and practices that allow for a positive visitor experience yet effectively conserve the species and habitats of Napatree.*

The major ongoing responsibilities of the Napatree Manager are:

- 1 Commit to meeting the mission and goals of the Napatree Point Conservation Area and strictly adhere to the terms of the Conservation Easement over Napatree.*
- 2 Administer and supervise NTPCA programs and staff.*
- 3 Serve as an advocate and point person for Napatree and its programs, communications, and policies. This shall include networking to foster collaborative relationships with organizations and agencies to further Napatree stewardship and protection. Thoughtful and regular contributions to social media, local news organizations, and The Watch Hill Conservancy's communication systems is a priority.*
- 4 Serve as the primary liaison with the municipal, NGO, state, and federal agencies who have an interest in the conservation of NTPCA or the safety of its visitors.*
- 5 Serve as the primary liaison with the Napatree Science Advisors and other members of the scientific/academic community.*
- 6 Collaborate with and maintain a partnership with the Watch Hill Fire District Parks Commission in coordination with the WHC Executive Director.*
- 7 Attend WHC Board of Director meetings to inform and update the Board on Napatree activities, programs, budget, and grants.*
- 8 Represent NTPCA and The Watch Hill Conservancy at public events, scientific conferences, and community meetings where issues relevant to Napatree are discussed.*
- 9 Produce an annual State of Napatree report that summarizes stewardship results, educational programs, and the status of Napatree's biological and geological resources.*
- 10 Prepare and manage an annual budget for Napatree programs.*
- 11 Assist in the management and stewardship of other WHC properties held by easement or fee.*

QUALIFICATIONS:

Applicants must have an undergraduate or graduate degree preferably in a field relevant to public administration, public service, natural resource conservation, environmental science or environmental education. Management experience is desirable. Experience managing a natural area is also desirable.

Leadership: The Napatree Manager must excel in engaging with the public. (S)he must be a strong team-builder to ensure that staff and partner organizations are committed to the stewardship of the NTPCA. The Manager must be an excellent communicator, and most importantly, have a passion for the conservation of nature and public education.

Technical and Administrative Skills: Highly qualified applicants will have demonstrated experience and accomplishment in many of the following: budget development and budget management; managing seasonal staff; success in grant writing and project management; familiarity with the Rhode Island and Connecticut conservation organizations; excellent speaking and writing skills; proficiency in computer tools that are commonly used in project administration and conservation land stewardship; experience in data analysis and management, and cloud data storage systems like DropBox; and familiarity with coastal plants and animals.

Candidates must be able to walk long distances in sand and rough terrain and work in inclement weather in sometime uncomfortable conditions. Candidates must have a valid drivers license.

COMPENSATION:

This is a full-time position that requires evening and weekend hours. Weekend hours are required during the summer season. Salary is commensurate with experience.

SPECIFIC DUTIES:

- 1 Perform beach patrol along with Napatree Naturalists. Hire, train, and supervise seasonal staff for the summer season. Must be available to guide staff in emergency situations. The Manager will collect, approve, and submit staff hours for payroll. The Manager will keep the Executive Director informed of all human resource questions and conflicts. The Manager will educate staff on and administer WHC personnel policies.*
- 2 Manage and provide logistic support for scientific monitoring. Ensure that data collected are properly recorded, reported to our partners, and stored in the Napatree cloud database.*
- 3 Oversee public programs on Napatree such as Saturday Nature Walks and the Napatree Investigators (children's education program); coordinate and facilitate experiential learning activities on Napatree by university classes and field trips by our partner organizations.*
- 4 Keep the WHC Executive Director informed of NTPCA programs, activities, and issues on an ongoing basis.*
- 5 Actively foster a collaborative working relationship with our partner organizations such as the URI Coastal Institute, U.S. Fish and Wildlife Service, local Universities (especially URI and Eastern Connecticut State Univ), the Rhode Island Natural History Survey, RI DEM, RI CRMC, Save the Bay, Avalonia and other local Land Trusts.*

- 6 *Prepare an annual budget, monitor budget balance throughout the year, and develop budgetary needs for capital expenditures and special projects. Communicate with the Executive Director on budget preparation, expenses, itemization, and significant changes or requests.*
- 7 *The Napatree Science Advisors support the stewardship of Napatree and guide the Manager, The Watch Hill Conservancy, and the Watch Hill Fire District on issues of science and stewardship practices. The Manager shall seek guidance from the Science Advisors when necessary and coordinate an annual science meeting in the fall of all staff and Science Advisors.*
- 8 *Ensure that ATVs are properly maintained and train staff in their safe operation and storage. Coordinate with the Watch Hill Fire District concerning fuel, storage, and repair of these vehicles.*
- 9 *Provide content and oversight of the Napatree Facebook page, serve as the point of contact for all press and news inquiries, provide photographs to support communication opportunities, contribute content for email communications to the membership of the WHC, keep the Napatree section of the WHC web site current and up to date.*
- 10 *Identify grant opportunities to support special programs on Napatree, prepare proposals, manage the implementation of grants, and prepare and submit interim and final reports to granting agencies.*

TO APPLY:

Applications submitted by email as PDF attachments are preferred, but hardcopy applications sent by U.S Post will be accepted. Applications will be considered until the position is filled. Early applications are strongly encouraged.

Please provide the following materials:

1. *Letter of Application stating your qualifications for and interest in the position. Be sure to specifically address the desired qualifications listed above.*
2. *A current resume that includes relevant work experience and academic training.*
3. *Name, affiliation, postal address, telephone number, and email address for three references. References will not be contacted without the expressed permission of the applicant.*

Send your application materials to:

whconservancy@gmail.com

or

*Napatree Manager Search Committee
The Watch Hill Conservancy
One Bay Street
Westerly, RI 02891*

If you have questions, please contact whconservancy@gmail.com