



Join Our Team – Community Conservation Manager

Position Summary

Bayou Land Conservancy seeks a goal-oriented, team-player to increase community engagement, support community conservation goals, and ensure that everyone feels welcome and safe at our public spaces.

Bayou Land Conservancy (BLC) is a nonprofit organization that preserves land along streams for flood control, clean water, and wildlife. For 25 years BLC has been at the forefront of land conservation in the Houston region. With more than 14,000 acres protected in SE Texas, our land protection focus is the Lake Houston watershed, an area that provides the drinking water for millions of people each day. We also host thousands of people each year on our 14-mile Spring Creek Nature Trail, near The Woodlands. Our Spring Creek Greenway Ambassador Program provides environmental education to adults in our community and helps support our land conservation projects. Our office is located in northwest Harris County. To learn more about BLC, please visit www.bayouland.org or find us on social media.

Job Description

Position: Community Conservation Manager

General Statement of Duties:

This position will provide leadership for Bayou Land Conservancy (BLC) in developing outreach strategies and volunteer engagement opportunities that support the mission of BLC. The Community Conservation Manager is an outward-facing role tasked with directly involving a wide range of stakeholders in the community to advance BLC's mission. The Community Conservation Manager will have a key role in executing our Diversity, Equity, Inclusion & Access Plan through strategic engagement of, and developing equitable partnerships with, diverse groups who have not traditionally been included in land conservation work. The DEI&A Plan, along with a recent Community Conservation Assessment, will provide guidance in meeting BLC's goals for building relationships.

Job Responsibilities:

1. Collaborate with BLC staff, Board of Directors, community partners, volunteers, and members to advance the objectives of BLC by executing our outdoor programs and events.
2. Primary staff liaison with Community Conservation Committee. Work with committee to sustain, improve, and execute the Spring Creek Greenway Ambassador Program and other programs overseen by the committee.
3. Primary responsibility for the Spring Creek Nature Trail (SCNT), the SCNT Eco-Stewards program, and the SCNT Docent program.
4. Take a lead role in developing and executing donor and public engagement events, focused on corporate & community partnerships. Campaigns/programs will help meet organizational goals to increase membership and engagement of individuals, families, and corporate groups.
5. Primary responsibility for community and corporate group programs on our fee-owned properties, primarily our 117-acre preserve near Tomball on Spring Creek.
6. Primary responsibility for leading our No Child Left Inside program, which engages 5th-12th graders in a structured environmental education experience.
7. Collaborate with BLC natural resource staff to ensure that programs support stewardship and conservation goals.
8. Collaborate with the Executive Director and the Development Coordinator to ensure that programs support fundraising and development goals.
9. Make public presentations designed to engage stakeholders and support organizational goals.
10. Develop annual budget to support Community Conservation program in consultation with Executive Director.
11. Work with Development Coordinator and other staff to ensure accuracy of donor database, Salesforce.
12. Support Executive Director, and other staff, in donor development, grant proposals and reports, and other marketing needs as directed.
13. Assist with other program initiatives and perform other responsibilities as needed under the direction of the Executive Director.

Qualifications:

1. Commitment to BLC's mission.
2. Bachelor's Degree desired in natural resource field of study. Relevant experience or certifications can demonstrate acquired knowledge.
3. Excellent written and verbal communication skills.
4. Ability to effectively present written and verbal information and respond to questions from the public and other stakeholders. Ability to relate well to people of various ages and from diverse ethnic and cultural backgrounds. Bilingual skills a plus.
5. Graphic design skills are a bonus. We use Canva for many graphics projects.

6. Experience with social media and web platforms; preferably Wix.
7. Ability to be outdoors in extreme heat, humidity, or cold.
8. Ability to work effectively in a small, busy, and highly efficient organization
9. Ability to work some nights and weekends.
10. Ability to work independently and in a group setting.
11. Proficiency with Microsoft Word, Excel, Outlook, and Powerpoint applications required; experience with Salesforce (or equivalent donor database program) preferred.
12. Ability to maintain a valid driver's license, regular use of a car, current auto insurance and ability to travel throughout the greater Houston area.
13. Ability to work with sensitive information and maintain confidentiality. Final candidate will undergo a background check.

Compensation & Benefits:

- Salaried, full-time exempt position with bonus potential
- Flexible 40-hour work week schedule
- Simple IRA with up to 3% annual salary match
- Health care, dental & vision benefits
- Starting two weeks paid vacation and 11 paid holidays
- Salary commensurate with experience \$40,000-\$50,000

Lines of Supervision:

The Community Conservation Manager reports directly to the Executive Director.

Bayou Land Conservancy is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic. We value people of all experiences, backgrounds, and perspectives, and we understand that diverse perspectives are crucial to ensuring a successful organization.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job class. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

HOW TO APPLY:

To apply, email resume and cover letter to info@bayouland.org. No phone calls, please. If possible, please remove all identifying information (photos, LinkedIn, etc.) from your resume in an effort to help us reduce unconscious bias from our resume review process. We are committed to cultivating an inclusive environment where a diverse group of people can and want to do their best work, and that starts with our hiring practices.