



**OPEN SPACE
INSTITUTE**

Position Description: Conservation Planning Coordinator

Position Title: Conservation Planning Coordinator
Reports To: Abigail Weinberg, Director of Conservation Research
Department: Conservation Capital Program
Location: NYC HQ with travel

About the Open Space Institute:

The Open Space Institute, Inc. (OSI) protects scenic, natural and historic landscapes to ensure public enjoyment, conserve habitats, and sustain community character. OSI achieves its goals through land acquisition, conservation easements, loan and grant programs, creative partnerships, and analytical research.

Position Summary

About the Conservation Capital Program

The Conservation Capital Program of the Open Space Institute seeks to increase the rate and quality of land conservation to ensure clean water, preserve climate-resilient lands for wildlife adaptation to a changing climate and create and expand community forests. We pursue this mission through grants for land protection and conservation planning, translation of science, and education and outreach. The Program works across the eastern United States.

Primary/Essential Responsibilities and Duties

The Conservation Planning Coordinator will report to and work closely with the Director of Conservation Research along with other OSI staff, and will help integrate watershed and climate science in land protection efforts across the eastern United States with a focus on the Delaware River Watershed and northern New England. We seek a candidate who brings a proven track record of project coordination across multiple stakeholders and integration of science into conservation planning and practical communication products for broad audiences. The hire will be responsible for coordinating a watershed-wide project evaluation, developing and administering planning grants and creating communication products to achieve OSI's mission.

The position breaks down as follows:

Coordinate project evaluations and assist other land trusts to use and integrate watershed and climate science into conservation plans (60%)

- Develop and monitor watershed and climate planning grants, including reviewing interim and final reports, and communicating with grantees and OSI grant administration staff
- Coordinate the implementation of the three-year Land Protection Impact Assessment, including field visits to monitoring sites, managing contracts and organizing input from advisors
- Help organize and coordinate speakers for workshops and webinars on key climate and watershed issues for conservation organizations and local and state agencies

Distill lessons and accomplishments for practical communication products to support the above work. (25%)

- Distill lessons and translate OSI strategies, accomplishments and/or research into practical guidance documents, case studies and fact sheets for land conservation audiences
- Help design panels and workshops, including developing content for presentations and recruiting panelists
- Represent OSI as appropriate in meetings and presentations
- Assist with development of fundraising proposals, grant reports, web and newsletter content as needed

Assist with evaluation of land protection grant proposals (15%)

- Conduct initial review and screening of Delaware capital grant proposals to make sure they meet a range of criteria
- Review easement terms and management plans for water quality conservation grant projects

Required Skills and Abilities

OSI is seeking a self-motivated, open-minded and creative individual that brings a diverse perspective and strong problem-solving skills who can work independently and as part of a team.

- Demonstrated capacity to coordinate projects with multiple stakeholders
- Knowledge of and experience with land protection and broader conservation field
- Experience developing written materials and/or oral presentations for broad audiences
- Capacity to understand complex concepts and translate scientific information into practical guidance and planning documents
- Ability to establish priorities and meet multiple deadlines

- Experience working on water quality and/or climate change issues is a plus
- Experience working with underserved communities is a plus

Requirements

- Undergraduate in conservation, nature resources or related fields
- Master's degree or equivalent work experience
- At least five years' experience in the field
- Comfort with ESRI GIS products
- Cartography experience is preferred

Working Conditions

The position will be based part time in OSI's Manhattan headquarters, with periodic travel in the Delaware River Basin and occasionally within northern New England and the Southeast. Location may be negotiable for the ideal self-starter.

Physical Requirements

- Frequently sits for long periods of time. Work can also require standing, walking, lifting, stooping, bending as necessary, as well as other active outdoor activities such as hiking and biking.
- Frequent travel.
- Frequently speaks, reads, writes, and uses a computer keyboard.

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.

The hire is a full-time position that offers a competitive salary and benefits package.

For additional information visit www.openspaceinstitute.org.

To Apply:

Please email cover letter, resume and salary expectations, preferably as a single PDF, to resumes@osiny.org, with "Conservation Planning Coordinator" and where you saw the posting. We are targeting the beginning of December 2018 to begin interviewing candidates.

OSI is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity and expression, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

No phone calls please.