

Stewardship Manager **Sussex County Land Trust (SCLT)**

Location: Sussex County, Delaware

Position Type: Full-Time, Exempt

Position Summary

The Stewardship Manager is a key member of the Sussex County Land Trust (SCLT) team, responsible for the planning, implementation, and ongoing management of SCLT's preserves, parks, and conservation properties. This role ensures that SCLT's lands are well-maintained, accessible, and aligned with the organization's mission of safeguarding the land and resources that make Sussex County special.

The Stewardship Manager leads the implementation of property master plans, manages capital and infrastructure projects, oversees land stewardship and maintenance operations, administers vendor contracts, and builds a robust volunteer stewardship program. This position works closely with the Executive Director and the Property Management Committee, as well as public partners, contractors, and community stakeholders.

Key Responsibilities

1. Land Stewardship & Property Management

- Oversee day-to-day stewardship of all SCLT-owned and managed properties
- Develop and implement property management plans, including maintenance schedules and ecological stewardship practices
- Conduct regular site inspections and document property conditions
- Ensure properties are safe, accessible, and aligned with conservation and public use goals

2. Master Plan Implementation & Project Management

- Lead implementation of approved master plans across SCLT properties
- Serve as project manager for capital improvements (e.g., trails, parking areas, restrooms, signage, and public access infrastructure)
- Coordinate with engineers, designers, contractors, and public agencies
- Track project timelines, budgets, and deliverables

3. Contract & Vendor Management

- Manage contracts for mowing, landscaping, stormwater maintenance, and other property services
- Develop scopes of work, solicit bids, and oversee contractor performance

- Ensure compliance with agreements, timelines, and budgets
- 4. **Volunteer Program Development**
 - Design and implement a volunteer stewardship program
 - Recruit, train, and manage volunteers for property maintenance, cleanups, and events
 - Build partnerships with community groups, schools, and corporate volunteer programs
 - Track volunteer engagement and impact
- 5. **Grants, Reporting & Compliance**
 - Assist with grant applications related to stewardship and capital projects
 - Support grant reporting requirements, including documentation of outcomes and deliverables
 - Maintain accurate records of stewardship activities, contracts, and property data
- 6. **Committee & Organizational Collaboration**
 - Serve as staff liaison to the Property Management Committee, supporting meeting preparation, reporting, and implementation of committee priorities
 - Provide regular updates on projects, stewardship activities, and property conditions
 - Support organizational events and public engagement efforts as needed

Qualifications

- Bachelor's degree in environmental science, natural resources, land management, planning, or related field (or equivalent experience)
- 3-5+ years of experience in land stewardship, project management, parks management, or related field
- Experience managing contractors, budgets, and timelines
- Proficiency in Microsoft 365, including SharePoint for document and file management
- Knowledge of conservation practices, land management, and/or stormwater systems preferred
- Strong communication, organizational, and problem-solving skills
- Ability to work independently and manage multiple projects simultaneously

Physical & Work Requirements

- Ability to work outdoors in varying weather conditions
- Ability to walk uneven terrain and conduct field inspections
- Ability to regularly carry up to 50 pounds for a short distance
- Valid driver's license and reliable transportation

Compensation & Benefits

- Salary range: \$55,000 – \$70,000, commensurate with experience
- Health insurance allowance
- Housing option
- Retirement support: Annual employer contribution toward an existing pre-tax retirement plan
- Paid Time Off (PTO)
- 12 paid holidays
- Mileage reimbursement
- Monthly cell phone stipend

Why This Role Matters

This position represents a critical step in SCLT's evolution from a project-driven organization to a long-term land manager. As SCLT continues to expand its portfolio of conserved lands and public access properties, the Stewardship Manager will ensure these places are thoughtfully developed, responsibly maintained, and meaningfully activated for community use for generations to come.

To apply

- Please send a cover letter, resume, and references to Sussex County Land Trust, P.O. Box 372, Lewes, Delaware 19958; email submissions welcome at sara@sclandtrust.org;
- No phone calls, please;
- SCLT hopes to fill the position as soon as possible; however, applications will be received until the position is successfully filled. First review will be May 15, 2026.