



GIS & CONSERVATION PLANNING MANAGER JOB DESCRIPTION

Position Type: Full-time

Reporting: Chief Conservation Officer

Location: Charleston, SC area preferred; open to a hybrid work arrangement

Salary: \$55,000 to \$60,000

Application Instructions: To apply, please email a cover letter, resume, four (4) references (including someone who has supervised you), and three (3) examples of mapping created personally by you; in one PDF addressed to careers@lowcountrylandtrust.org.

POSITION SUMMARY

The GIS & Conservation Planning Manager is a mission-driven, personable, and self-motivated individual. This position is critical to the successful and efficient function of the Conservation Department, in addition to serving as a cross-departmental resource for the organization. This GIS & Conservation Planning Manager is responsible for creating and managing all of the GIS (Geographic Information System) data, the ArcGIS Online web maps and the ArcGIS Field Maps app, the Landscape database portfolio and spatial data; and creating maps for prospective easements, legal documents, conservation value analysis, planning initiatives, and events. The work environment is dynamic and fast-paced, with a significant number of concurrent projects underway at all times.

RESPONSIBILITIES

Conservation Department:

- Research preliminary property geography and characteristics
- Create/update boundary for incoming properties
- Create buffers/preserve areas/designated building areas etc. for incoming properties
- Create online/field maps for baseline documentation report (BDR) data collection
- Process and create BDR data into maps, tables, and other datasets
- Respond to and implement data corrections from field staff
- Create property data if missing
- Manage and update online and field data collection platforms (ArcGIS Online, ArcGIS Field Maps)
- Lead GIS analysis for local and regional conservation planning efforts for the organization with direction from the Chief Conservation Officer and/or land protection directors

GIS Administration:

- Create and manage data and automation tools
- Update data and gather additional data from external sources
 - Parcel
 - Various conservation value indicator datasets
- Collaborate with partners for data sharing
- Hire, manage, and provide educational experience periodically for GIS interns

Advancement Department:

- Create maps, handouts, statistics, and posters for signature and other events
 - Conduct or oversee field data collection in preparation for events
- Generate statistics for grant reporting

Communications:

- Create maps and statistics for external publications (e.g., newspapers and other press)
- Create maps and statistics for LLT publications
- Create story maps for the website and other uses
- Contribute to organizational blog posts

Other Duties as Required:

The above statements describe the general nature and level of work an employee assigned to this position performs. They are not to be construed as an exhaustive list of all responsibilities, duties, or skills required. All staff members may be required to perform duties outside of their normal responsibilities from time to time.

Onboarding is in-person, and employees meet in person once per month for a staff meeting and occasionally throughout the year for group events.

QUALIFICATIONS

Required:

- Bachelor's or technical degree with a minimum of 2 years' experience in GIS
- Ability to work collaboratively and creatively with staff across departments
- Proficiency with the following:
 - ArcGIS Pro
 - ArcGIS Online administration and map creation
 - ArcGIS Field Maps
 - Map layout and design using ArcGIS Pro
 - Managing Geodatabases
 - Creating and updating geometric data related to properties, including but not limited to boundary adjustments and land cover statistics
 - Managing and instructing staff on field data collection
- Familiarity with ecosystem services, conservation prioritization, and regional planning for Conservation Planning initiatives
- Exemplary aesthetic style

- Ability to translate sometimes ambiguous requests from non-GIS users into effective spatial tools and products
- Ability to field and prioritize multiple tasks requested by many different staff members, negotiating and meeting agreed-upon deadlines
- Self-direction in executing routine but critical mapping and data management functions
- Innovative and collaborative mindset about the role GIS, spatial data, and conservation planning can play in advancing the Land Trust's mission

Desired:

- Conservation or other nonprofit organization experience, and/or public agency experience
- Experience creating and/or adapting a strategic landscape conservation plan
- Python coding and ArcGIS model builder experience
- Experience using the Adobe Creative Cloud
- Drone pilot license and/or experience

Lowcountry Land Trust is committed to the principles of diversity and equal employment opportunity, and to comply with all federal, state, and local laws that are applicable to equal employment. It is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, creed, age, civil union status, domestic partnership status, affectional or sexual orientation or identity, sex, gender identity or expression, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, service in the federal or state military, union affiliation, pregnancy or breastfeeding, medical or genetic information, atypical hereditary cellular blood trait, refusal to submit to a genetic test or make test results available to the Company, or status as a qualified individual with a disability, in accordance with applicable laws. The Land Trust also complies with the South Carolina Pregnancy Accommodation Act.



Benefits Summary

Insurance

- Health Insurance
 - CoPay Plan with FSA (Flexible Spending Account) option
 - Employee premium covered 90% by employer
 - HDHP (High Deductible) Plans with HSA (Health Savings Account) option
 - All medical costs are paid out of pocket until the deductible is met
 - Employee premium covered 100% by employer
 - Employer HSA contribution available with the HDHP base plan
- Dental Insurance – Employee premium covered 100% by employer
- Group Life Insurance with AD&D (\$25,000) – Employee premium covered 100% by employer
- Disability - Employee premium covered 100% by employer
- **Optional benefits available** – Paid by Employee:
 - Health FSA & Dependent Care FSA
 - HSA
 - Accident Insurance
 - Critical Illness Coverage
 - Vision Care
 - Voluntary Life Insurance

Financial & Retirement

- 403(b)
 - Eligibility: Age 21 and works at least 83 1/3 hours per month
 - Immediate eligibility
 - Up to 6% match after 6 months of employment

Family & Parenting

- Family & Medical Leave
- Hybrid Work Environment (in-office/from home)
- Flexible Hours

Paid Time Off

- Self-managed PTO
- 11 Paid Holidays
- Flexible Summer Schedule

Perks

- Partial Mobile Phone Reimbursement