



POSITION: LANDOWNER OUTREACH AND STEWARDSHIP MANAGER HILL COUNTRY ALLIANCE

Founded in 2005, the [Hill Country Alliance \(HCA\)](#) brings together a diverse coalition of partners to preserve the open spaces, starry night skies, clean and abundant waters, and unique character of the Texas Hill Country. HCA fulfills its mission through four key program areas: land, water, night sky, and community.

HCA's Land Program seeks to support private land stewardship and land conservation across the Texas Hill Country. Land Program goals include: (i) enhancing private land stewardship through outreach, education, and coordinating support; (ii) growing funding for land conservation; (iii) and scaling thoughtful land stewardship and permanent land conservation through convening of partners.

PRIMARY RESPONSIBILITIES

This position reports to the Land Program Director of HCA and works in close coordination with the entire staff. Primary areas of emphasis include:

1. **Outreach & Education:** Working with HCA staff and partner organizations, plan workshops, training, and other educational events for private landowners in the Hill Country. Events will focus on a variety of themes, including: riparian stewardship, hillside erosion, invasive species management, soil health, and cost-share programs available for private land stewardship. In addition to planning and hosting events, Manager will conduct community presentations and site visits with landowners.
2. **Coordination:** To enhance collaboration and scale on-the-ground impacts, convene meetings of several existing teams focused on watershed health and land conservation. This coordination warrants: creating and sustaining good working relationships with dozens of partner agencies and non-profit organizations; leading teams through strategic and action planning; periodic contractor management; and supporting and holding partners accountable on collaborative projects. Ongoing collaborative projects include working with partners to scale investments in land conservation.
3. **Communication:** Write, format and distribute seasonal newsletters to landowner groups that highlight stewardship resources, periodically develop new educational resources (e.g. videos, Issue Papers) for landowners, and work with HCA staff on a variety of storytelling projects.
4. **Fundraising & Administration:** Along with other programmatic staff, the Landowner Outreach & Stewardship Manager will play an active role in raising organization revenue through grant writing, grant management and reporting, event planning, and individual donor cultivation.

GENERAL REQUIREMENTS & PREFERRED EXPERTISE

A successful candidate will have:

- Excellent interpersonal skills, verbal, and written communications skills.
- Enjoy working collaboratively and creatively with a wide array of partners.
- At least 4 years relevant work experience in nonprofit, for-profit, or agency program management.
- Must be highly motivated, energetic, deadline-oriented and able to handle multiple priorities.
- Experience leading teams through collaborative project planning and implementation.
- Self-starter, lots of initiative and ability to work proactively and independently.
- Ability to lift objects up to 40 lbs and work outdoors.
- Availability to work occasional evenings and weekends.
- Proficiency in Microsoft office suite, database management.
- Must have a vehicle, valid driver's license, and willingness to travel throughout the 17-county Hill Country for daytrips and very occasional overnight trips.

BENEFITS

- Anticipated starting salary range of \$55,000-\$67,000, negotiable commensurate with experience.
- HCA values work-life balance and a family-friendly atmosphere. We have a flexible 40-hour workweek schedule that can be modified to meet staff needs. At times (approximately 5%), evening and weekend work will be necessary.
- Most work is completed remotely and in the field. The HCA office in Dripping Springs is available for staff work and meetings. Monthly all-staff meetings occur in-person at the office and locations around the Hill Country.
- Tenure celebrated and rewarded with increases in paid time off and eligibility for a paid sabbatical after 7 years with the organization.
- Office setup stipend negotiable at hiring.
- Two weeks paid vacation, plus 10 federal holidays and the week between Christmas and New Years, paid time off.
- Reimbursements provided for mileage at federal rate and \$30/month for cell-phone plan.
- 6 weeks of paid and 6 weeks of optional unpaid, maternity/paternity/family medical leave.
- Up to 3% match to HCA Simple IRA retirement plan after 6 months of employment.
- Robust organizational culture of support including professional development stipends, annual evaluations, mentorship and goal-setting, as well as periodic salary increases and bonuses to reward good performance.
- Optional group medical insurance plan or monthly health insurance stipend after 1 month of employment.
- HCA office is in Dripping Springs. Amazing Hill Country experiences and a network of support in the form of HCA Board of Directors, donors, and partner organizations.

APPLICATIONS:

Applications will be reviewed on a rolling basis. Target start date is September 1, 2024.

HCA is proud to be an Affirmative Action and Equal Opportunity employer and welcomes applications from those who contribute to our diversity and recognize the importance that our work serves the full diversity of the Hill Country. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. HCA is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.

The requirements listed in our job descriptions are guidelines, not hard and fast rules. If you have 75% of the qualifications listed, we encourage you to apply. Applying gives you the opportunity to be considered.

Candidates should send their cover letter, resume, and three references to daniel@hillcountryalliance.org, with the following Subject Line: APPLICANT TO MANAGER POSITION.

