



## **Teatown Lake Reservation Preserve Manager Job Description**

**Title:** Preserve Manager

### **Summary of Position:**

Teatown Lake Reservation is an education center and membership organization located on a 1,000-acre nature preserve in the Lower Hudson Valley. Our mission is to inspire our community to lifelong environmental stewardship. Teatown maintains more than 15 miles of trails and hosts over 20,000 visitors annually.

The Preserve Manager plays a critical role in advancing Teatown's mission through comprehensive land stewardship and conservation initiatives. This dynamic position requires a multifaceted professional with a solid foundation in ecology, natural resource management, and environmental stewardship. The ideal candidate will possess a deep understanding of northeastern ecosystems and demonstrate expertise in habitat restoration, wildlife management, and invasive species control.

Reporting directly to the Director of Stewardship, the Preserve Manager will lead a resolute team including the Stewardship Program Coordinator and Land Stewards. This leadership role demands an analytical thinker who can balance long-term conservation goals with day-to-day operational needs. The successful candidate will be responsible for developing and implementing science-based land management plans and ensuring the preserve's natural resources are managed sustainably and in alignment with Teatown's conservation objectives.

Key to this position is the ability to collaborate effectively with internal teams, external partners, and the local community. The Preserve Manager will serve as a subject matter expert, providing guidance on ecological issues, representing Teatown in professional forums, and fostering relationships with academic institutions, government agencies, and conservation organizations.

This role offers a unique opportunity to make a significant impact on the preservation and enhancement of critical habitats while promoting public engagement and environmental education. The Preserve Manager will be instrumental in shaping the future of Teatown's

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natural landscapes, contributing to regional conservation efforts, and inspiring the next generation of environmental stewards.

**Principle Duties and Responsibilities:**

- Assist the Director of Stewardship in setting land management and research priorities
- Implement and coordinate environmental stewardship activities including wildlife management, invasive species management, and habitat restoration
- Develop and implement land management plans
- Administer trail maintenance, development, and infrastructure
- Work with Stewardship Program Coordinator to assign and coordinate projects for volunteers and interns
- Supervise department employees in accordance with Teatown's policies and procedures
- Author reports and evaluate effectiveness of preserve management strategies
- Ensure compliance with environmental regulations and safety standards
- Promote and support employee safety in the departmental area Establish and manage a volunteer network to regularly walk and report on trails with the Stewardship Program Coordinator and Volunteer Coordinator

**Position Requirements/Qualifications:**

- Bachelor's degree in ecology, conservation biology, natural resources management, environmental science, or related field
- 5-7 years of appropriate work experience
- Minimum 2 years' experience supervising staff, volunteers, students, and/or community scientists
- Knowledge of northeastern US ecosystems, plants, and animals
- Experience in invasive species management
- Strong project management and organizational skills
- Excellent written and verbal communication skills
- Ability to work independently and in groups
- Physical ability to work outdoors in various conditions

This is a full-time salaried supervisory role with a regular work week of Monday-Friday, 9:00AM-5:00PM, including 1-hour lunch break.

**Salary:** \$62,000 - \$65,000/year, plus generous benefits package: 403(b) retirement plan with employer match; paid time off, including annual leave, sick leave, personal days, and federal and floating holidays.

**Instructions:** To apply, please send your résumé and cover letter to Thom Almendinger, Director of Stewardship, at [talmendinger@teatown.org](mailto:talmendinger@teatown.org). No phone calls, please.