

# Center for Natural Lands Management

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## POSITION DESCRIPTION



Center for Natural  
Lands Management

### Conservation Analyst

Reports to: Conservation Program Manager  
Location: California  
Position: Permanent / Full-time (1.0 FTE); Non-Exempt (Hourly)  
Compensation: Range **\$29.12 / hour – \$32.26 / hour (annualized \$60,574.28 - \$67,105.48)**. A home office stipend of **\$186.22 bi-weekly (annualized \$4,841.72)** yielding a **total annualized compensation range of \$65,416.00 - \$71,947.20**. Benefits, including but not limited to 11 paid holidays annually; three weeks of vacation annually (progressive); sick leave; substantial employer contribution to health insurance plan; dental and vision plans; employer contribution to retirement plan

Application deadline: Open until filled, but for fullest consideration please apply no later than February 15, 2025.

### Position Summary and General Duties

The Conservation Analyst will provide important contributions to science-based stewardship for our organization. The Conservation Analyst will assume responsibility for tasks associated with research, reporting, and planning across the tri-state organization. CNLM stewardship focuses on the use of pertinent information, manager experience, and adaptive management to provide the best possible conditions for sustaining populations of imperiled species on our preserves and assisting with the recovery at the species level. Given the high level of on-the-ground responsibility of our Preserve Managers, we are investing—with this new position—in more support for their decisions and in documenting and sharing their experience.

The Conservation Analyst will be involved, with varying levels of responsibility, with compiling results from CNLM monitoring and management activities, conducting related literature searches, reaching out to wildlife agencies and others for pertinent information, supporting the development of an internal relational database to elevate the efficiency of accessing institutional memory, providing input to CNLM documents, researching the application of new technologies, assisting with the assessment and coordination of data from long term monitoring and focused research projects, and other tasks that will support preserve management staff and the species under our care.

Given that CNLM has over 100 preserves in its portfolio and that collectively they provide habitat for over 60 listed species, and that we have a staff of approximately (and only) 50 full-time employees, this new position is one that holds much promise for reducing risk in stewardship practices, using our knowledge to best effect, staying in touch with relevant information from diverse sources, and sharing our knowledge with others in the conservation community. This high-functioning individual will be responsible for providing critical input and support to CNLM's preserves and mission.

## **About CNLM**

The Center for Natural Lands Management (CNLM) is a nonprofit 501(c)(3) organization, created in 1990, whose mission is the perpetual stewardship of natural and created conservation lands, sensitive species, and their resident ecosystems. Conservation stewardship activities are practiced on preserves in California, Oregon, and Washington. CNLM currently has a preserve portfolio of over 100 preserves that combined represent more than 75,000 acres of high conservation value.

CNLM is culturally significant in its focus on rare and vulnerable species, small populations, and sensitive habitats. Such responsibilities require conservation/stewardship staff with a strong background in natural sciences, the ability to apply principles from conservation biology with experienced discretion, and a passion for contributing to conservation success through long-term, on-the-ground, management. To fulfill its conservation mission, CNLM has a well-established practice of selecting and investing in excellent staff.

CNLM offers competitive salary, paid vacation and sick time, and other financial benefits. Most importantly, we offer the opportunity to work with a team of talented and committed conservation professionals and to achieve a legacy of substantial conservation impact.

## **RESPONSIBILITIES**

The Conservation Analyst will:

- Conduct searches in appropriate venues and sources for information relevant to CNLM stewardship protocols and practices
- Compile and review data and information from CNLM management efforts across species, preserves, or stewardship approaches to achieve higher information value
- Conduct basic and preliminary data analysis of ecological data, as and where appropriate
- Synthesize results and draft documents on the basis of such searches and analyses
- Assist in gaining more resources for conservation through grant proposal development and other strategies
- Publicize CNLM's mission and achievements through drafting of website information and assisting with presentation and outreach materials
- Assist in populating a relational database that contains preserve and species information for ease of cross-referencing
- Draft CNLM contributions to conservation efforts such as species listing petitions and five-year reviews
- Maintain essential records for annual reports and management plans
- Contribute to preserve management plan development and revision
- Conduct other types of research (e.g., survey or interview format) to address other policy- or practice-related conservation issues of importance to CNLM
- Maintain research project records and data
- Work collaboratively, productively, and professionally with other CNLM staff, natural resources agencies, consultants, and other conservation organizations

- Fulfill other duties as assigned, which may include field visits

## REQUIREMENTS

- Master of Science (or Arts) degree in Natural Resource Management, Biology, Wildlife Ecology, Range Ecology, Botany, or related field; or compelling evidence of equivalent experience and self-education that would result in understanding of core principles and ability to use statistical, ecological, and genetic principles in preserve stewardship
- Relevant experience in natural lands management, research, or restoration
- Excellent communication skills; ability to write professional stewardship-related plans, reports, and other documents including news articles and material for public outreach and relations
- Able to quickly learn and work independently; attention to detail
- Able to structure time effectively and meet deadlines
- Ability to operate from a home office, to provide a safe location for a CNLM vehicle if one is provided, and to make efficient use of the limited funds available for transportation in traveling to/from the Preserve and conducting other work-related responsibilities
- Working knowledge of GIS and GPS technologies (ArcGIS Pro, ArcGIS Online, Field Maps) and associated software, and a working knowledge of Windows operating systems and PC applications such as Microsoft Office Suite
- Understanding of basic statistical principles for designing monitoring protocols, simple field trials, and analyzing resulting data using associated software is highly desirable

## WORKING CONDITIONS

- Regularly sits or stands at a desk or computer workstation
- Timing of work may be related to fiscal or funder deadlines, legal commitments, or other defining timeframes. As such, periods of heavy workload may occur.

The working conditions described here are representative in part of those that will be encountered by an employee in this position. Reasonable accommodation may be made to enable individuals with disabilities to successfully function in these working conditions.

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*The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. CNLM management reserves the right to amend and change responsibilities to meet business and organizational needs, as necessary.*

*CNLM is an Equal Opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.*

*This position description does not constitute an employment agreement between the CNLM and the employee and is subject to change by CNLM as the needs of the CNLM and requirements of the job change.*

***Position open until filled***

**TO APPLY:**

Qualified applicants must provide: a **detailed letter of interest**, a **detailed resumé**, and **two examples** of written communication for which the applicant was the sole or senior author (such as a report, news article, thesis, or publication).

**Electronic submissions are highly preferred.**

Email these materials to: [careers-conanalyst@cnlm.org](mailto:careers-conanalyst@cnlm.org)

Or mail to: Center for Natural Lands Management  
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