



Data & GIS Manager Position Description

Reports to: Trails Program Manager

Organization:

The Chelan-Douglas Land Trust (CDLT) seeks a **Data & GIS Manager** to provide important expertise to a growing and successful land conservation organization. The CDLT has a solid record of community engagement, land protection, and stewardship. We are a non-profit organization that engages communities in conserving, caring for, and accessing the natural lands and waters that sustain North Central Washington. The CDLT is an equal opportunity employer.

Position Summary:

The Data & GIS Manager (Manager) is responsible for overseeing all aspects of the stewardship and lands database, and GIS use, development, and management to support organizational priorities at CDLT. The Manager will fulfill requests from staff for accurate cartographic products for internal and public use. Good communication skills are imperative to convey highly technical processes in a way that staff with no formal GIS training can understand.

PRIMARY RESPONSIBILITIES

- Assess, organize and maintain all spatial and tabular data related to land protection and stewardship including
 - Land use or natural resource mapping tools, including external data sources and map services
 - Trails & recreation infrastructure data, including concurrent updates to several digital trail maps
 - Stewardship data related to weed control, restoration work
- Maintain stewardship and lands database, onboard data, and assist staff with data entry and reports
- Provide regular updates to the organization's standard map products including
 - Organizational service area maps showing properties, projects, or other geographical specifics which are relevant to CDLT
 - Syncing data between multiple GIS solutions and applications
- Prepare presentation-quality maps and exhibits to help assess land protection opportunities, seek grants or other funding, and contribute to member and community outreach events
- Keep abreast of software updates and new technologies that improve organizational efficiency

- Collaborate with IT, data contractors, and CDLT staff to improve the functionality of all data collection and manipulation, and solve hardware/software performance issues
- Provide training, mentorship, and support for staff who use, collect, and/or manipulate data and information
- Develop standards, best practices, and procedures for applying GIS technology to organizational objectives
- Provide information necessary to support organizational objectives in clear and meaningful ways by analyzing data, querying the stewardship and lands database, and developing reports
- Perform other related duties as assigned

DESIRED QUALIFICATIONS

- Proficiency in GIS solutions. CDLT specifically uses ESRI ArcGIS products—ArcGIS Desktop applications, ArcGIS Online, and ArcGIS Field Maps. Familiarity with ArcGIS Pro is a benefit
- Experience in creating web maps
- Spatial analysis skills
- Cartographic design skills, including layout, balance, and appropriate level of detail
- Experience with data structures and database organization, including GIS storage formats
- Knowledge of and/or willingness to learn about programming languages (such as Python, R, Javascript, SQL) in order to communicate effectively with IT/programming contractors
- Ability to work as part of multiple teams and handle multiple priorities while working effectively within deadlines
- A background in natural resources, and a passion for CDLT's mission

THINGS TO KNOW ABOUT THE WORK ENVIRONMENT

Currently, all team members are encouraged to work remotely during this COVID-19 pandemic. While our office is available to staff, we expect the successful candidate to begin working remotely, with a well-planned transition to a more regular office setting when conditions allow. This position is 32 hours per week with a flexible work schedule.

Salary and Benefits:

We offer a salary consistent with Land Trust Alliance practices, with a competitive benefit package, including group medical and dental insurance, training opportunities, paid sick leave, 24 days of paid holiday and vacation time, and a SIMPLE IRA with employer match. The salary for this position is \$43,000 per year.

To Apply:

Applications will be reviewed as received until 11:59 pm, Sunday, January 24, 2021, or until position is filled. Please submit a cover letter, résumé, and two work examples that showcase use of GIS technology.

Email complete application to: Hanne Beener, Trails Program Manager, hanne@cdlandtrust.org