



Norman Bird Sanctuary Properties Manager

About Us

Norman Bird Sanctuary in Middletown, Rhode Island welcomes 20,000 visitors each year to our 300-acre campus and 7 miles of hiking trails. In the 70 years since our founding, the property in our care has grown to include thriving wildlife habitats from grasslands, forests, rocky ridges, salt marsh, and dunes to sandy beach. Our facilities include a welcome center, an upgraded historic barn and farmhouse, an artist's studio, several classrooms and a coastal education center. Visitors of all ages and backgrounds explore the main campus and trails and participate in hundreds of educational programs throughout the year.

With a fun and team-oriented staff, a highly-engaged board of directors, and an operating budget of over \$1 million, we work to fulfill the mission of our founder, Mabel Norman Cerio, who created Norman Bird Sanctuary through a bequest in 1949. Our mission is to protect and steward the diverse habitats in our care, while providing opportunities for people from all walks of life to learn from and enjoy the largest contiguous open space on Aquidneck Island.

Employment Opportunity

Norman Bird Sanctuary seeks a year-round, full-time Properties Manager. The Properties Manager works in concert with the Director of Horticulture to deliver excellent standards in the conservation of the Norman Bird Sanctuary's natural and cultural resources, including ensuring and enhancing the visitor experience. Duties include assisting the Director of Horticulture in the management of the Sanctuary's buildings, systems, and 300 acres of diverse habitat. We take pride in maintaining these facilities to provide visitors with a safe and memorable experience. The Properties Manager plays an integral role in the stewardship of the entire campus and provides support for event programming as needed.

The right candidate will be an experienced trail hand who is able to work independently as well as on a team. Candidates should possess excellent interpersonal skills and the ability to communicate effectively with all constituents including community members, staff, and volunteers.

Position Description

- In This Role You Will:
- Work in concert with the Director of Horticulture to plan and perform the day-to-day maintenance, stewardship, and conservation of the Norman Bird Sanctuary buildings, grounds, and habitats.
- Implement seasonal maintenance plans, management plans, and Strategic Plan objectives for property and building stewardship or as directed.
- Assist the Director of Horticulture with general coordination and supervision of part-time/seasonal staff and volunteers.
- Support habitat protection and visitor experience, safety, and services through trail monitoring, capital asset management, wildlife camera maintenance, and ensuring clean and functioning facilities.
- Work under the direction of the Director of Horticulture to develop budgets and work plans, implement special projects, and volunteer opportunities.
- Project tracking: Monitor and report field results including weekly work logs, trail log updates, photo documentation, and preparation of project reports.
- Habitat restoration: Tree and shrub planting, invasive removal, and field restoration.
- Trail Maintenance: Mowing, weed-whacking, weeding, brush cutting, and stone wall clearing and rebuilding.
- Mechanical maintenance and overall upkeep and organization of equipment and tools associated with trail maintenance.
- Building Maintenance: Painting, light carpentry, cleaning/sanitizing, and general repairs. Keep the eleven buildings in pristine condition. (Includes garbage removal, restroom and compost toilet cleanings/rakings)

- Data organization: Manipulate, interpret, collect, and enter data into the invasive species management database. Record all stewardship activities into specific formats.
- Events and Programs: Support special events and other significant programs with set-up, clean-up, coordination, and execution.
- May be required to work on weekends and/or evenings to attend meetings, participate in or lead programs, attend workshops and/or programs, and/or to set up/break down events (including chair placement, drinks supplies, etc).
- Support the annual set up of Harvest Fairgrounds and parking, hay requirement needs, weekend oversight and breakdown.
- Other duties as assigned.

Qualifications

- Bachelor or Associate Degree in Natural Resource Management, Environmental Science, Arboriculture, Horticulture, or other related field.
- A minimum of three years professional experience associated with the responsibilities of the position.
- Excellent “people skills” to lead, inspire, motivate and work cooperatively and harmoniously with fellow employees, volunteers, committees, members, and the public.
- Proven ability to work independently and collaboratively as a team member.
- Proven ability to complete assigned tasks and projects, meet deadlines, and manage multiple tasks.
- Excellent written and oral communications skills.
- Basic computer skills in MS Word, Excel and PowerPoint.
- Experience using GIS and GPS to map natural features is preferred.
- Familiarity with Rhode Island flora and fauna is preferred.
- The ability to work outdoors in all weather conditions.
- The ability to operate a tractor and similar large equipment.
- Experience using a chainsaw, weed-whacker, hedge trimmer and other small power tools.
- The ability to lift up to 50 pounds, push and pull heavy objects, and climb ladders is required.
- The ability to paint and perform light carpentry is required.
- Strong commitment to the mission of the Norman Bird Sanctuary.
- Valid driver’s license required for driving Sanctuary vehicles.

Position Details

This is a full-time position, 40 hours per week (8 am to 4 pm), Monday through Friday. Occasionally requires evening and weekend work. The position is at-will, salaried, with full benefits. The salary is commensurate with experience. The Properties Assistant will be supervised and led by the Director of Horticulture, who reports to the Executive Director. Norman Bird Sanctuary is an equal opportunity employer and encourages applicants of all genders, race, ethnicity, sexual orientation, and persons with disabilities to apply.

US work authorization is required, and a successful candidate will also be subject to a background check, based on the requirements of the position. Only job-related convictions will be considered and will not automatically disqualify a candidate. To learn more about your legal rights as a job applicant, please visit <https://www.eeoc.gov/laws/guidance/background-checks-what-job-applicants-and-employees-should-know>.

Application Submission

Please send cover letter, resume, and two references to cmoy@normanbirdsantuary.org. Open until filled.