Conservation & Facilities Manager

Reports to	Executive Director
Classification	Full time salaried, non-exempt (overtime paid at time and a half)
Schedule	40 hrs/week; generally Monday – Friday with some flexibility on weekends
Location	On-site, Brentwood, TN

About the role

Owl's Hill is a 300-acre private nature sanctuary in Williamson County, home to more than 2,000 species of native flora and fauna and visited by over 10,000 people each year. Keeping this place beautiful, safe, and functional is no small task — and the Conservation & Facilities Manager is the person who makes it happen.

This role is a new position responsible for the care of our managed grounds, trails, native landscapes, and all on-site facilities and equipment, which includes leading multiple conservation projects to support the goals of our Campus Master Plan.

It's a hands-on position with real ownership: you'll steer conservation projects including management plans for forests, invasive plant removal, grassland/meadow management, work collaboratively with contractors, state agencies, and nonprofit partners on land and habitat stewardship, manage the development of a baseline GIS program to support future planning and citizen science activities, oversee all facilities maintenance, trail upkeep, and grounds safety, manage seasonal staff and volunteers, and make sure our 300 acres are always safe and ready to welcome visitors and programs.

This is a great fit for someone who takes pride in practical, skilled work, enjoys being outdoors, and wants to contribute to a place that genuinely matters to the community.

Responsibilities

Conservation project management

- Lead the next phase of Owl's Hill conservation and habitat management project plans
- Develop and implement best-practice land management plans in collaboration with state agencies, funding partners, and nonprofit partners
- Manage a multi-year, multi-phase NRCS EQIP grant to combat invasive plant species; develop an invasive species management plan to support the outcomes of initial treatment and long-term habitat goals
- Develop a GIS baseline initiative in collaboration with state agencies and partners; lead the creation of best-practice GIS processes and procedures to inform habitat management decisions, conservation project outcome reports, and compelling science-based narratives for effective fundraising
- Assist with special building projects, capital improvements, and facility upgrades as they arise

Grounds and trail maintenance

- Manage new trail design projects in collaboration with the contracted designer, Land & Facilities committee, Executive Director, staff, and other contractors as needed. Maintain project schedules and clear communication plans internally and externally for the duration of the project.
- Maintain and clear all public use spaces and trail corridors using trail maintenance best practices, ensuring safe and accessible hiking for all visitors (utilizing volunteers and seasonal staff)
- Provide support for the maintenance of owl enclosures
- Apply herbicides and other treatments as needed, following approved protocols

Facilities and equipment

- Develop and maintain annual grounds and facilities maintenance schedules and plans
- Coordinate with outside contractors and vendors for work outside the scope of in-house maintenance, to include HVAC units, gutters, plumbing, electrical fixtures, structural elements, etc
- Maintain all tools and equipment; ensure equipment is properly operated, cleaned, and secured and repaired as needed
- Perform regular safety inspections of all facilities, grounds, and equipment; report findings and needs to the Executive Director

Administration and supervision

- Manage and track the grounds and facilities budget; report variances and needs proactively
- Supervise seasonal staff and volunteers, providing direction and oversight for successful completion of work plans

General / All Team Members

- Model organizational values, professionalism, and a positive, collaborative culture
- Welcome day passers, program participants, volunteers, and donors with a warm and welcoming demeanor; share relevant information to help guide their visit or participation; share insights and notes from guests with other staff as needed
- Participate in staff meetings, budget planning, and organizational planning
- Maintain a safe, welcoming environment for all visitors and program participants, including weather monitoring and alerts
- Help maintain a clean and orderly working environment inside the visitor center and in outdoor areas (as supplement to regular professional cleaning)

Qualifications

Required

- Associate’s Degree plus experience in conservation/habitat management
- 1-3+ years conservation project management experience
- Demonstrated hands-on maintenance experience with working knowledge of at least three of the following: masonry, plumbing, carpentry, electrical, and mechanical systems
- Experience operating grounds equipment including tractors, riding mowers, chainsaws, weed eaters, and hand tools
- Experience with native habitat restoration or invasive species management
- Basic computer skills for record-keeping, email, and budget tracking (Google Workspace or Microsoft Office); ability to adopt technologies including online volunteer platform (Bloomerang), Square, etc.

- Ability to lift and move up to 50 lbs; work outdoors in temperatures exceeding 90°F; stand, walk, bend, and move for extended periods
- Strong organizational skills and the ability to manage multiple concurrent work plans
- Ability to work independently, exercise sound judgment, and prioritize effectively with limited daily supervision
- Valid Tennessee driver's license and reliable personal transportation

Preferred

- Bachelor's Degree in an area of environmental sciences
- Tennessee Pesticide Applicator License, or willingness to obtain
- Experience supervising seasonal staff or volunteers
- First aid and safety training (will also be provided if not currently certified)

Working conditions

This is a physically demanding, primarily outdoor role. Work takes place across all four seasons on varied terrain, including forested trails, meadows, ponds, and maintained grounds. Conditions include exposure to variable temperatures, precipitation, pollen, insects, and poison ivy. Appropriate personal protective equipment is required and provided. Indoor facility work is also required, primarily conservation project management and coordination. All team members are trained and expected to welcome and check-in visitors, sharing about Owl's Hill history and opportunities to enjoy the property while exploring.

Supervision

The Conservation & Facilities Manager reports to the Executive Director and provides direct oversight to seasonal staff and volunteers during grounds, trail, and facilities projects.

Compensation & Benefits

- Starting salary range $48,000 - $52,000 depending on experience
- Generous paid time off (vacation, sick leave, and holidays)
- Healthcare premium reimbursement (QSEHRA)
- Simple IRA retirement plan with employer match after one year
- Professional development budgeted stipend annually
- Daily access to 300 acres of beautiful Middle Tennessee woodland

Owl's Hill Nature Sanctuary is an equal opportunity employer. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other protected characteristic. This position profile describes the general nature and level of work. It is not an exhaustive list of all duties and responsibilities.