

Andorra Forest Job Description

Title: Conservation and Operations Manager

Andorra Forest L.P.
60 Queen Street
Stoddard, NH 03464

Please respond by email to: Andorramanagersearch@gmail.com

Job Details

Full-time or part-time
BA/BS or above preferred
Extensive relevant experience required
Salary \$52,000 to \$70,000, or hourly equivalent, depending on experience and qualifications
Benefits package to be negotiated
Onsite rental housing may be available

Overview of Position

The Conservation and Operations Manager oversees stewardship of the forest and the maintenance of buildings, roads, and trails. The position reports to the Managing Partner, one of several family members who serve as General Partners. Responsibilities are listed below, though some work is expected to be subcontracted, depending on the skill set and interests of the successful applicant.

Duties and Responsibilities

- Oversee and maintain conservation operations on over 10,000 acres including maintenance of roads and trails, vehicles, equipment, a “pick your own” blueberry operation, property boundaries, public use, and the digital map database. For candidates who are not trained foresters this may involve working with a consulting forester and other specialists to oversee forestry operations and habitat improvement work.
- Oversee and conduct maintenance of several houses, their grounds and outbuildings including: lawns, snow plowing, carpentry, plumbing, electricity, heating, firewood, cleaning and security. Make recommendations and coordinate major upkeep and repairs.
- Respond to occasional urgent problems such as power failures or storm damage.
- Oversee and manage the business office including bills, payroll, record keeping, budgets, insurance, and leases. Report in person during family meetings between 2 and 4 times per year.

- Supervise any employees and manage subcontractors.
- Engage with government, education, conservation and recreation organizations, grantors, neighbors, and members of the public who visit the property to hike, fish, hunt and snowmobile, etc. This may entail attending meetings, making presentations, and maintaining positive working relationships with relevant groups and individuals.
- Bring creative ideas to foster sustainable operations with a long-term perspective.

Qualifications

Education: Bachelor's degree or higher in natural resource or related field preferred.

Experience: The successful candidate should have a demonstrated ability to manage a variety of projects in a multifaceted work environment. Experience with conservation land management, and/or the operation and maintenance of buildings is preferred.

Attributes and Skills:

- Self-motivating
- Attention to detail and ability to plan, implement, monitor and readjust activities to current contexts and understandings
- Ability to listen, communicate, and collaborate constructively with family members, town boards and committees, and a wide variety of other groups and individuals
- Strong communication skills (written and oral)
- Demonstrated ability to give and receive feedback constructively, manage others in a collaborative and positive manner, and use effective communication and relationship-building skills
- Ability to work on a flexible schedule, including occasional evenings and weekends
- Familiarity with or willingness to learn relevant computer applications and office systems, such as Microsoft Word, Excel, PowerPoint, QuickBooks and GIS software
- Engage in physical work and be outside in all seasons,
- Experience with or willingness to learn to operate a chainsaw, tractor and other equipment preferred.

This position involves balancing a wide variety of activities in a context of some uncertainty arising from effects of weather and other factors on long-term goals. We are seeking a Conservation and Operations Manager who will take an approach that is both systematic and flexible, working closely with the Managing Partner and

adapting strategies to changing conditions to accomplish work from regular maintenance tasks to long-term projects.

Description of Andorra Forest

Andorra Forest is located in the rural town of Stoddard, New Hampshire. The family-owned property is managed for wild blueberry fields, recreation, timber, wildlife habitat and wilderness preservation. A conservation easement protects the land from development. The forest is visited regularly by family members and includes several houses, pastures, watersheds, ponds, and a farm. Most of the trails, roads and land are open to the public for non-motorized recreation, science education and research. The small cities of Keene and Peterborough, with restaurants, hospitals, shopping, and other amenities, are less than 30 minutes away by car. Keene State College and Antioch University New England are both located in Keene.

To apply, send a letter of interest and resume along with three references to andorramanagersearch@gmail.com by April 10, 2026.