

**LOWER HOWARD'S CREEK NATURE AND HERITAGE PRESERVE  
PRESERVE MANAGER POSITION DESCRIPTION  
1-30-2026**

**Description of Preserve:**

Lower Howard's Creek Nature and Heritage Preserve (LHC) is a unique 440 acre site in southern Clark County, Kentucky owned by Lower Howard's Creek Nature and Heritage Preserve, LLC, a non-profit, and managed by its Board of Directors. The preserve contains spectacular natural areas which include creek, cliff, second-growth forest and meadow environments containing a diverse population of flora and fauna. Included in the plant populations are three endangered species, found in limited area of the Preserve; second-growth forests containing a large variety of native trees, shrubs and wildflowers, as well as exotic and non-native vegetation; and twenty acres of recently farmed upland agricultural meadow.

There are also many 19<sup>th</sup> century historic sites in the Preserve that are related to Kentucky's pioneer settlement period. Among the historic features are the remains of a number of dwellings, a mill and its associated dam and mill race, dry laid stone fences of several varieties, cemeteries, and trails, roads, quarries and small industrial sites.

**Purpose of Preserve:**

To provide nature education, promote the understanding of natural and historical features, to preserve endangered and threatened plant species, and to preserve and interpret the early Kentucky pioneer history of the area. The majority of the Preserve is only open to the public by guided hike or as a participant in a public event.

**LHC Board of Directors Expectations:**

The board recognizes that as a half-time position no one person can manage the Preserve without guidance and assistance from the Board. Current board members have a broad depth of knowledge about the preserve. While this position description is comprehensive the Board understands that it cannot expect the same level of manager activity as from a full time manager.

**Preserve Manager Key Responsibilities:**

- Manages the day-to-day operation of the Preserve under direction of the Board to meet the purpose of the Preserve and in compliance with applicable governmental and regulatory agency rules and regulations.
- Ensures adherence to management policies of the Conservation Easement, the State Nature Preserves Dedication document and other management policies as may be developed.
- Works with the Board to develop clear, concise operating goals and objectives and to develop operational and management strategies.
- Works with the Board to develop an annual budget.
- Provides work direction to volunteers.
- Develops, organizes and carries out hiking, interpretive and other public programs on-site that are consistent with, and promote the goals of, the Preserve. The Preserve Manager may recruit others to lead programs.
- Works with the Board to identify, develop, and participate in fund-raising opportunities.
- Oversees work of on-site contractors, as needed.
- Facilitates and maintains good relations with, and serves as liaison with adjoining property owners and community groups.
- Assists in identifying and writing applications for grants and administers Preserve grants.
- Establishes management practices to preserve and protect native plant species.

- Performs other closely related duties as directed by the Board.

**Key Competencies:**

- Self-motivated and able to work toward established goals with minimal direction.
- Strong communications skills.
- Good organizational skills and ability to coordinate and manage multiple simultaneous tasks/projects.
- Knowledge of, or willingness to learn, the history and natural features of the Preserve.
- Knowledge of best practices for preservation and protection of the Preserve's plant and animal species and its historic sites.
- Knowledge of best practices for eradication of invasive plant species.
- Ability to work effectively with partnering agencies and governmental agencies.
- Ability to develop, lead and motivate volunteer efforts.
- Ability to prepare and present effective presentations.

**Key Requirements:**

- Prefer Bachelor's degree, or higher, in Natural Areas Management, Park Management, Biology, Botany, Archaeology, Landscape Architecture, Museum Management, Cultural Geography, Environmental Education. Closely related field or other applicable experience may substitute.
- Experience working at a Preserve, Park, History Museum, State or National Forest, Interpretive Center.
- Experience in natural landscape management.
- Experience in native plant protection.
- Experience in developing and leading fund raising activities.
- Experience in developing environmental or historic education programs.
- Ability to use computer based word processing and presentation software.

**Decision Making:**

The Preserve Manager will make day-to-day decisions that support and are consistent with the Preserve's purpose and established goals. The Preserve Manager shall bring to the Board issues of Preserve policy development and interpretation, approval of management plans, approval of public programs, proposed grant applications, approval of contracts, fund expenditures over \$200 or outside the budget, and Preserve connected commitments to other entities.

**Working Conditions:**

There is significant outside physical work including trail maintenance and removing invasive plant species. The hours worked are flexible, but some Saturdays or Sundays are required for leading public hikes or other public events. Preserve Manager may work from home for activities that do not require a physical presence at the Preserve.

**Compensation:**

Salary is commensurate with experience. Candidates should keep in mind this is a half-time position at a non-profit.

**Application Process:**

Interested persons should, no later than February 27<sup>th</sup>, send an introductory letter, resume, and salary requirement to the Board Chairperson via email: Clare Sipple, [claresipp@gmail.com](mailto:claresipp@gmail.com)