



Manager ULI Louisiana District Council

About ULI

The Urban Land Institute is the preeminent multidisciplinary real estate organization, facilitating open exchange of ideas, knowledge and experience among local, national and international industry leaders and policymakers dedicated to creating and sustaining thriving communities worldwide. Structured as a 501(c) (3), nonprofit, member-driven research and education organization, the Institute has more than 40,000 global members representing the entire spectrum of land use and real estate development disciplines, both in private enterprise and public service.

ULI's strength comes from the collective intellectual capital and diverse on-the-ground experience of its membership. Members include real estate developers, builders, owners, investors, architects, public officials, planners, brokers, appraisers, attorneys, engineers, financiers, and academics. For these diverse constituents, ULI provides various educational programs, publications, forums and meetings, applied research, and advisory services.

ULI's culture is focused on providing exceptional benefit to the member by leveraging its collective intellectual and experiential capital. The strength and value of the organization is deeply tied to connections made between members at all levels; ULI delivers its mission by inspiring, informing, and mobilizing its membership to improve the practices and policies that drive effective land use and urban development.

ULI Louisiana is a District Council of the Urban Land Institute. District Councils are ULI at the local level, facilitating the exchange of ideas and the transmission of ULI best practices. ULI Louisiana has approximately 225 members, who come together at monthly luncheons and at other events to share experiences and learn from each other.

ULI Louisiana's work is essential to the responsible development of the Gulf Coast and the State as a whole. With expanded programming in Baton Rouge and Shreveport, ULI Louisiana brings regional networking opportunities, multi-disciplinary programs for our members, and an overall broader reach for impacting our community. ULI Louisiana is committed to delivering new levels of value and services to our growing membership, while reaching for new heights in educational, networking, and community-building programs.

For more information, visit www.uli.org and <https://louisiana.uli.org>.

The Opportunity

The Manager, working in close coordination with District Council members, administers all aspects of coordinating programs and developing marketing and communications strategies for membership involvement and sponsorship support toward the advancement of goals and objectives of the District Council. The Manager will maintain a close working relationship with the District Chair for local reporting and responsibilities.

The Manager works directly with ULI members and vendors, especially the District Council Chair, members of the Executive Committee, and members of committees. He/she is expected to develop and maintain relationships with local nonprofits, public agencies, community leaders, local universities and other related professional groups.

Responsibilities:

- Manages, in close coordination with the District Council Chair, the planning and implementation of the District Council’s program of work including, subject to market factors:
 - Programs and events throughout the region focused on, among other subjects, Real Estate Trends, Sustainability/SmartGrowth, Housing, Infrastructure, and Capital Markets
 - Young Leaders Group Programs and Events
 - UrbanPlan Program
 - Women’s Leadership Initiative Program
 - Policy & Practice Initiatives
 - Local Technical Advisory Panels or Advisory Service Panels
 - Local Product Councils (Residential, Commercial, others)
 - Communications
 - District Council Annual Report
- Manages the administration of multiple volunteer committees to develop and meet goals and objectives for programs/community outreach, membership involvement and sponsorship support.
- Is responsible for coordinating small and large networking and educational programs/ events.
- Oversees all logistics for securing speakers, venues, vendors, onsite staffing, handling transportation, print and digital marketing collateral, photography, A/V, signage, and insurance, etc. for programs and events.
- Oversees all budgets and tracks expenses and revenues for the District Council and for programs, events, solicitations, etc.
- Handles all related financial and administrative tasks.
- Develops and maintains program calendar.
- Manages, creates and/or updates all marketing and communications for the District Council; including, but not limited to, the local District Council website, newsletters, membership directories, and press releases.
- Takes and distribute minutes of all District Council executive committee and committee meetings.

In addition to the above responsibilities, the Manager will assist with the coordination of other District Council responsibilities related to:

- staffing committees,
- participating in strategic planning sessions; and
- creating budgets and recertification plans for yearly review.

Professional Skills and Qualifications:

- 5+ years of experience in events planning, non-profit management or a related field. Experience with local real estate and land use issues is desirable.
- BA degree strongly desired. Degree in urban planning, public administration or real estate development a plus.

- Computer skills in Microsoft Office (Word, Excel and Outlook) and PowerPoint. Knowledge of Photoshop or graphic design skills, a plus.
- Professional oral and written communication and interpersonal skills to work with senior business and public sector executives.
- Experience working with and managing volunteers.
- Ability to prioritize tasks, to handle multiple tasks concurrently and completely, with responsible follow-through.
- Strong organizational and time management skills.
- Strong writing skills.
- Use of personal vehicle is required for local travel.
- Some out of state travel may be required.

To Apply

Expand HR Consulting has been retained to assist ULI with this search. To apply, please send a letter of interest and resume to Sharon Ossi, Human Resources Consultant, at sossi@expandhr.com, subject line "Manager, ULI Louisiana." A list of ULI's employee benefits can be found at <http://uli.org/about-uli/career-opportunities/benefits/>. EOE/m/f/d/v