



## **Associate, Terwilliger Center**

Washington, DC

### **About the Organization**

ULI is a global research and education nonprofit organization whose mission is to shape the future of the built environment for transformative impact in communities worldwide. It is the oldest and largest network of cross disciplinary real estate and land experts in the world, with over 45,000 members. For more information, please visit <https://uli.org>.

### **About the Terwilliger Center for Housing**

Established in 2007 with a gift from longtime member and former ULI chairman, J. Ronald Terwilliger, the Center integrates ULI's wide-ranging housing activities into a program of work with three objectives: to catalyze the production of housing; provide thought leadership on the housing industry; and inspire a broader commitment to housing. Terwilliger Center activities include developing practical tools to help developers of affordable housing; engagement with members and housing industry leaders; research and publications; a housing awards program; and an annual housing conference. The goal of the Terwilliger Center for Housing is to advance best practices in residential development and public policy, and to support ULI members and local communities in creating and sustaining a full spectrum of housing opportunities, particularly for low- and moderate-income households.

### **About the Role**

ULI is pleased to announce the Associate, Terwilliger Center position! Reporting to the Executive Director, Terwilliger Center for Housing, the Associate will work broadly towards ULI's mission, particularly supporting sustainability, healthy, and equity. The Associate is responsible for a combination of project management, event coordination, relationship management, and research support.

Specific responsibilities include:

- Manage the application and award processes for ULI's annual housing awards programs.
- Conduct research activities under and supervision of TC visiting research fellow and the Executive Director.
- Coordinate jury meetings and support the awards jury in any related needs.
- Support engagement of ULI members, including:
  - Administration of the TC webinar series.
  - Publication of the TC newsletter.
  - Development and management of cohort of local housing councils and task forces.
- Represent the Center internally and externally, as needed.
- Assist with program development for the ULI's annual Housing Opportunity Conference.
- Coordinate event logistics with the internal team and external vendors.
- Coordinate planning calls and support event committees and session-vetting process.
- Support event marketing, registration, and online presence in collaboration with the Marketing, Convenings, and Strategic Communications team.
- Provide coordination for semi-annual TC National Advisory Board Meetings.

- Support administration, logistics, and content for other housing-focused convenings, including the Legacy Forum on Multi-family Housing.
- Provide administrative support for TC research and publication.
- Support the Center's relationships with ULI members and content-focused partners.
- Lead engagement with contractors and vendors related to events and activities.

### **Candidate Profile**

The ideal candidate for the role must demonstrate strong organizational skills and interest in collaborative exchanges. Must have the ability to work independently and have the flexibility to assess and adjust individual priorities on an ongoing basis to meet team goals. The ideal candidate should have a basic understanding of and a strong interest in housing development, housing policy, and the real estate industry.

Specific requirements include:

- Bachelor's degree, relevant coursework preferred. Experience reading, understanding and synthesizing academic literature.
- A minimum of 1 years' experience in a project coordination or administrative role with some project coordination responsibilities. Experience in nonprofit organization helpful.
- General knowledge of and passion for housing policy, urban planning, or residential real estate development.
- Ability to write about complex topics for a broader or generalist audience.
- Outstanding organization skills with the ability to manage several projects simultaneously.
- Experience planning and managing small-scale events, preferably in a professional setting.
- Demonstrated project management or coordination skills, preferably in a professional setting.
- Demonstrated research and writing skills.
- Experience in research, education, and outreach projects.
- Experience with Outlook and Microsoft Excel required. Experience in website management, using Wordpress and graphic design, using InDesign, preferred.
- Familiarity with both qualitative and quantitative research methods (or the ability to learn). This includes assembling quantitative dataset and producing summary statistics. Conducting qualitative research and interviews and synthesizing results. Using statistical software such as RStudio. Data visualization, including GIS.

### **Application Process**

ULI has a robust benefits package which includes health, dental, and life insurance, vacation and a retirement plan. Compensation is commensurate with experience. Expand HR Consulting (EHR) has been retained to conduct the search. To apply, please submit your letter of interest and resume to EHR, Erica Raphael, Sr. Consultant, [eraphael@expandhr.com](mailto:eraphael@expandhr.com).

ULI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.