



Digital Manager

Washington, DC or Remote

About the Organization

The Urban Land Institute (ULI) is a global nonprofit organization welcoming members from every public- and private-sector industry connected to real estate. ULI convenes meetings and events, designs programs and initiatives, and develops content and case studies that inspire members to integrate big ideas and emerging trends in their own business practices. Sometimes referred to as a think tank, ULI brings together a unique hybrid of research, education, thought leadership, and hands-on experience to shape the future of the built environment for transformative impact in communities worldwide. With over 45,000 across 80 countries in the Americas, Europe and the Asia Pacific region, ULI makes a difference in people's lives through member impact on the built world. For more information, please visit <https://uli.org>.

About ULI Digital Marketing

ULI Digital Marketing interacts with colleagues and vendors around the world for digital development. Designing and developing ULI's most impactful digital product to facilitate knowledge sharing used online to help improve and create new processes. Including the use of ULI's AI-powered digital library of best practices for equitable and sustainable land use.

About the Role

ULI is pleased to announce the Digital Manager position! Reporting to the SVP, Digital Marketing, the Digital Manager will coordinate with ULI colleagues and contractors across multiple time zones to manage projects of digital products. The successful candidate will be able to supervise full-service digital agencies and other contractors to execute projects and engage colleagues across ULI's global regional team. Working with some of the Institute's most exciting digital products, including the five-time award-winning Knowledge Finder. The goal is to pave the way for the team to deliver each sprint on time and budget, while tailoring your message and level of detail to your audience.

Specific responsibilities include:

- Write and update clear documentation, including project plan, budget tracker, requirements documents, training videos, technical systems integration models, meeting notes, status updates, and presentations.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Plan, schedule, and track project timelines and milestones using appropriate tools.
- Manage the approved program budget, timely submission of expenses, and provide financial status reporting on a regular basis.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Conduct project retrospectives and create a recommendations report in order to identify successful and unsuccessful project elements.
- Motivate project team members and contractors to take positive action and accountability for their assigned work.

Candidate Profile

The ideal candidate for the Digital Manager position will have the ability to work with some autonomy to organize the multidisciplinary teams that design and develop ULI's most impactful digital products, while coordinating with ULI colleagues and contractors across multiple time zones.

Specific requirements include:

- Associates or bachelor's degree preferred.
- Three years of professional project management experience. Experience at a full-service digital agency is a plus. Professional experience with membership associations and/or nonprofits is a plus.
- Scrum Masters or Project Management Professional certification is a plus.
- Skilled at gathering, analyzing, and meeting business requirements.
- Experience with project management platforms, such as Teamwork, SmartSheet, or Asana.
- Agile and calm in the event of shifting priorities, demands and timelines.
- Superior quantitative, analytical, and problem-solving abilities.
- Excellent writing and presentation skills.
- Active listening skills.
- Self-directed work style.
- Preference for working as part of a team.
- Soft management skills.
- Ability to handle multiple work assignments successfully.

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, Amy Taylor, HR Consultant, ataylor@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.