



## **Manager, Centers & Initiatives**

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 Centers & Initiatives**

The ULI Centers and Initiatives team is comprised of the Center for Sustainability and Economic Performance, Center for Real Estate Economics and Capital Markets, Terwilliger Center for Housing, and the Curtis Infrastructure Initiative. ULI Centers and Initiatives help advance the ULI mission through a combination of convenings, research and publications, technical assistance to communities, and other activities. By engaging, informing, and inspiring ULI members and their partners to create more healthy, equitable, resilient, and sustainable communities, the Centers and Initiatives team is addressing humanity's most urgent challenges and helping to create a future in which all people can prosper. For more information, please visit <https://americas.uli.org/research/centers-initiatives>.

### **About the Role**

ULI is pleased to announce the newly created Manager, Centers & Initiatives position! Reporting to the Director, Building Healthy Places, the Manager will serve as a resource for the ULI Centers and Initiatives team, conducting and managing research, undertaking collaborative projects with the ULI District Council and Product Council networks, and supporting overall program success.

This rotational position will report to the Director, Building Healthy Places (BHP), and work on projects spanning ULI's Centers and Initiatives team, starting with BHP and Infrastructure projects, and then rotate to support other teams over time. Rather than being permanently attached to a specific center or initiative, this new role will rotate between organizational units over time, supporting a range of ULI programs focused on health, housing, real estate economics, capital markets, sustainability, and other topics.

Specific responsibilities include:

- For the first 18 months, the Manager's core focus will be the implementation of a new program to engage four to six ULI District Councils on efforts to advance equitable access to high-quality parks and open space by recruiting interested District Councils, tracking and summarizing activities, organizing convenings, supporting technical assistance efforts, and other related activities. The District Council parks program will involve technical advisory activities, workshops and convenings, and the Manager will support this work.
- The Manager will also support the development of at least one major report or research effort per year, serving as a core research resource. Typical tasks involved in writing a new report include exploring past studies and reports, refining the scope, conducting interviews with members, writing up case studies, locating images, and coordinating across CSEP.
  - For the first year, it is likely that the research report will be aligned with the parks and open space focus and will explore waterfront parks and resilience issues.

- Future report topics are TBD, and could span sustainability and resilience, capital markets and real estate, housing, or other subjects.
- It is anticipated that core focus areas will shift about once per year or once every 18 months. Future core focus areas may include real estate economics, capital markets, housing, urban resilience, building decarbonization, etc. Key activities for all core focus areas will include program management, research, convenings, and related activities. Regardless of core focus areas, the Manager will be supervised by the Director for BHP, in coordination with project leads.
- The Manager will be responsible for utilizing various communication channels to increase the visibility of ULI programming and content.
- The Manager may help organize events and convenings, such as workshops, forums, webinars etc. to provide member value and gain member insights.
- The Manager will have limited administrative responsibilities, such as printing program materials, submitting invoices for payment, tracking budgets, scheduling meetings, and the like.
- The Manager will be involved with and help support effort to monitor and evaluate programs and projects.
- Once travel is allowed again, this position may travel about once every month or every other month, with trips lasting two to three days.

### **Candidate Profile**

Since this position will encompass a broad range of issue areas, the Manager should have a generalist background with experience on multiple built environment topics. Alternatively, they may have a more specific background but are willing to learn new areas as required. Flexibility, entrepreneurship, and strong communications and collaboration skills will be key. Because focus topics will shift over time, this is a great role for an individual who is committed to continual learning, evolution and exploration of different interest areas.

### **Qualifications**

- Bachelor's degree in urban planning, real estate, public health, public policy, public administration, and/or a related field in the social sciences, or equivalent experience.
- At least five years of related professional experience.
- A strategic thinker, a strong writer, problem solver, team player and excellent communicator with a customer/end user orientation.
- Professional oral and written communication and interpersonal skills. Comfort engaging with ULI members and partners of all levels. Ability to write compelling and informative reports.
- Ability to initiate and prioritize tasks and implement programs and projects with a moderate degree of independence, handling multiple tasks concurrently with responsible follow-through.
- Self-motivated, demonstrating keen attention to details, timelines and various moving project pieces, with outstanding organizational skills.
- Demonstrated research and writing skills. Able to write summaries of various reports and topics.
- Meeting and event coordination abilities.
- Desired experience includes demonstrated project coordination, preferably in a professional setting, experience in nonprofit organizations, experience in communication and outreach efforts.

- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint), and experience with web design/WordPress a plus.

**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.