



Director, ULI San Francisco
San Francisco, California

ULI is pleased to announce the Director, ULI San Francisco position!

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 ULI San Francisco

ULI San Francisco is the San Francisco Bay Area's preeminent global organization focused on creating and sustaining thriving communities through wise land use, development, and redevelopment decisions. We bring together a dedicated multidisciplinary community of professionals that deliver market-based, innovative solutions that can be implemented in the Bay Area and beyond.

As integrators, we share real-world knowledge and best practices, and offer a wide range of in-depth educational programming and resources for members of the organization and the broader Bay Area community.

With over 2,100 members across the Bay Area, ULI San Francisco (ULI SF) is one of the Urban Land Institute's largest district councils. ULI SF is supported by a team of six full-time staff members who come from a variety of backgrounds in sustainability, real estate, design, and community development.

About the Role

The Director oversees all ULI SF's local public-sector initiatives, Diversity, Equity and Inclusion (DEI) work, special district council initiatives (including a new partnership with the San Francisco Foundation and the SF Mayor's Office of Housing and Urban Development), and national initiatives that support the goals and objectives of the District Council. The Director works closely with the Executive Director to build relationships with ULI SF members, District Council leadership, and public sector partners and community leaders. The Director is also leader for the organization and serves as the right-hand person to the Executive Director, helping to chart the strategic course and planning for the district council. Specific responsibilities include:

Local Public-Sector Initiatives

Develops strategies and oversees the execution and implementation of all local district council public-sector initiatives including but not limited to managing and implementing the following programs:

- **Technical Assistance Panel (TAP)** program, which brings together member experts to provide multidisciplinary advice to local governments, public agencies, and nonprofit organizations facing complex land use and real estate issues.
- **UrbanPlan for Communities**, which is an immersive workshop for public officials and community leaders designed to highlight the competing priorities inherent in and trade-offs required to bring development projects to light.
- **Development Partnership Trainings**, which is a series of "Real Estate 101" trainings for staff from various city departments and public agencies. The Director will coordinate ULI SF member experts for each training and manage client relationships and expectations.

- **Housing Feasibility Consultation**, a new ULI SF offering, which is a one-on-one advisory session designed for public agencies, in which proposed code language can be reviewed and specific sites can be “test-fit”, resulting in a focused analysis and recommendations from a ULI team of experts. The Director will convene and coordinate the necessary ULI SF experts and manage client relationships and expectations.

Diversity, Equity, and Inclusion (DEI) Initiatives

- Supports the organizations DEI goals and initiatives, including diversifying our membership, growing the pipeline of diverse industry professionals, and ensuring diverse voices are included in programming.
- Works closely with the DEI committee on all initiatives and DEI-related communications and to integrate DEI goals across all the organization’s committees and initiatives.
- Collaborates with DEI Committee leadership to manage and deliver committee initiatives and budget.

Special District Council Initiatives

- Manages special initiatives alongside the Executive Director and District Council leadership (example: San Francisco Foundation grant in partnership with SF Mayor’s Office of Housing and Community Development).
- Oversees staff supporting special initiatives.
- Ensures coordination between special initiatives and other District Council committees and programs.
- Works with the Executive Director to manage relevant budgets and sponsorship (if applicable).

General Nonprofit Management:

- Works with the Executive Director and District Council Leadership to develop, manage, and implement strategic initiatives.
- Serves as ULI spokesperson at meetings and events.
- Ensures coordination between all ULI SF’s public-sector offerings.
- Manages and mentors’ junior staff, including conducting reviews.
- Works with Executive Director on recruiting new staff.

The ULI SF team is currently working in a hybrid environment with 1-2 days a week in-person at our San Francisco office. Attendance in person at our office and at events will be required. All ULI staff must be fully vaccinated against COVID-19.

Candidate Profile:

The ideal candidate demonstrates professional expertise in project management and staff oversight. The Director must be a hardworking, proactive, innovative, self-directed, and detail-oriented person with strong knowledge of ULI’s core issues and those policies and practices of greatest interest to our members. The Director reports to the Executive Director and will oversee two staff members. The Director plays an important role in the organization, and we are looking for someone who is interested in staying with the team over the long-term and growing with the organization.

Qualifications:

This is an excellent opportunity for someone with 8+ years of experience with knowledge of the real estate and land use industry! Through daily collaboration with a passionate team and committed industry members professionals, the ULI Director will have the opportunity to work on some of ULI SF most impactful initiatives while building their network and staying abreast of the top issues in the real estate industry. ULI staff can attend all ULI SF programs and ULI national webinar trainings to build upon their knowledge, skills, and professional development interests. ULI SF staff has the opportunity to attend annual meetings (depending on location, budget, and COVID restrictions), participate in an Annual Staff Summit in Washington DC, and partake in quarterly local staff outings that are both educational and fun. The ULI SF team is collaborative and supports professional growth and personal well-being.

- BA degree required; master's degree in urban planning, public administration, or real estate development preferred, or comparable experience.
- 8+ years of related experience in the public, private, or non-profit sector in the area of land use and real estate development.
- Community-minded person with strong commitment to ULI members and to our mission.
- Excellent project management, organizational, and time management skills.
- Excellent oral and written communication and interpersonal skills to work with senior business and public sector executives.
- Experience managing staff.
- Experience working with and managing volunteers preferable.
- Ability to prioritize tasks and handle multiple tasks concurrently and completely, with responsible follow-through.
- Ability to initiate tasks and assume responsibility for them, and to work with minimal supervision.
- Computer skills in Microsoft Office (Word, Excel, and Outlook) and PowerPoint; knowledge of Photoshop or graphic design skills a plus.
- Experience in events planning very helpful.

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.

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.