



**Urban Land Institute  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Director, ULI Washington
<b>DEPARTMENT:</b>	District Councils
<b>REGION:</b>	Americas
<b>LOCATION:</b>	Washington, DC
<b>REPORTS TO:</b>	Executive Director, ULI Washington
<b>FLSA CLASSIFICATION:</b>	Exempt
<b>POSITION STATUS:</b>	Full-Time
<b>DATE OF REVISION:</b>	January 2022

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The Urban Land Institute (ULI) is a nonprofit research and education organization supported by its members, with a mission to shape the future of the built environment for transformative impact in communities worldwide. ULI Washington, a district council of ULI, delivers this mission throughout the Metropolitan Washington Region through a variety of engagement programs and events. Events take place in different formats, including virtual, hybrid, and, increasingly, in-person. All in-person events incorporate COVID protocols, consistent with ULI's policy that all participants must show proof of COVID-19 vaccination. With over 2,300 members who represent the spectrum of land use and real estate development disciplines, ULI Washington is the second largest District Council in the United States, and the serves as a central convener of thought leadership in the Metropolitan Washington Region.

ULI Washington is supported by a lean and entrepreneurial six-person full-time staff (including this Director position, which is backfilling for a vacancy). Together, the ULI Washington team works in partnership with each other and with volunteer member committees and leaders to cultivate programming for the district council. Because in-person events occur throughout the region, it is important that the Director reside within the region and possess the ability and desire to (1) travel to and (2) be present at events – some of which extend beyond traditional work-day hours (e.g., breakfasts and happy hours). When not staffing events or meeting in-person with ULI members or fellow teammates, ULI Washington has a culture of flexibility with remote working arrangements.

**POSITION SUMMARY:**

The Director oversees, manages, and coordinates events of all scales on behalf ULI Washington. In particular, the Director serves as the lead staff member on organizing and executing three large in-person events associated with signature programs at ULI Washington: Awards, Regional

Forums, and Emerging Trends. The Director also supports event management at a smaller scale for other programs at ULI Washington (such as coordinating catering and venues for ULI Washington's Leadership Initiative, Full Member Breakfast Conversations, and other similar programs). We anticipate the first large event – The Awards Program – to occur in June 2022, with Regional Forums and Emerging Trends to occur in Fall 2022 and Winter 2023, respectively.

Additionally, the Director serves as the staff lead and member liaison for ULI Washington's Women's Leadership Initiative (WLI), a member-led program that creates community and visibility around women in real estate through local programming. The mission of the WLI is expressed in its four primary objectives: (1) Promote the advancement of women, throughout their careers, as leaders in the real estate industry; (2) Increase the number of women who serve in leadership positions in the real estate industry and in ULI; (3) Increase the visibility of women leaders in the real estate industry and in ULI, and (4) Increase the number of women who are active ULI Full members, and support the development of young women members as leaders in ULI and in their professions. Serving as the lead staff member for this program includes: supporting the volunteer WLI Steering Committee, managing WLI program and events, broad programmatic communication, and other related tasks.

## **SPECIFIC RESPONSIBILITIES:**

### Event Management and Logistics

- Work with ULI member program committees (Awards, Regional Forums, Trends, and WLI) along with staff on event coordination, financials, and all aspects of event planning.
- Manage all aspects related to event preparation and execution, including but not limited to: planning event details; developing and maintain program calendar; creating a workplan and meeting interim milestones; identifying and securing venues, catering, A/V, signage, insurance, and additional event needs; supporting marketing efforts; gathering and creating speaker presentations; creating event agendas, scripts, and run of show; creating and adhering to program budgets; and managing sponsorship opportunities.
- Manage events, including addressing potential problems that may arise, and planning for potential scenarios that could impact integrity of the event.
- Contact vendors; tour potential venue locations; direct set-up, execution, and cleanup of events.
- Support identification and follow-up on funding opportunities through program sponsorships.
- Manage aspects of internal database as it relates to documenting programs, including: setting up events in the database system, setting up registration, creating event notifications; registering guests to program, additional database management as needed.
- Direct volunteers and staff on on-site logistics at events.

### Committee and Volunteer Management

- Oversee the activities relating to the following programs: Awards, Regional Forums, Emerging Trends, and Women's Leadership Initiative, including staffing volunteer member committees; setting and adhering to committee planning schedules; attending committee meetings; setting agenda with co-chairs; recording minutes; managing the production and

implementation of meetings/events; ensuring that assignments are carried forth between committee meetings; and managing additional aspects of committee work.

- Manage volunteers; balancing delegating some tasks and assuming responsibility for other tasks.
- Provide support for additional events and programs as needed, such as Leadership Institute, Full Member Conversations, Advisory Board meetings, and Case Studies. Support needed may include attending these events.
- Work as a member of a team to develop programming and initiatives that further the mission of ULI Washington.
- Assist in the preparation of an annual program of work for ULI Washington.
- Provide customer service to ULI Washington members on a daily basis.

#### Internal and External Relationship Management

- Close coordination with the ULI Washington Executive Director and other staff, ULI Headquarters staff, and other ULI District Council staffs.
- Maintain frequent, professional interactions with ULI Washington volunteer members.
- Establish and maintain relationships with vendors and venues.
- Develop and maintain relationships with local nonprofits, public agencies, community leaders, and other industry professionals.

#### QUALIFICATIONS:

- 7-10 years of experience in the public, private, or non-profit sector working in hospitality, event planning/management, constituent relations, customer service, marketing, communications, or related field. Interest in or basic understanding of local and regional planning and real estate development issues preferred.
- Excellent communication and interpersonal skills; demonstrated ability to connect with people across multiple modalities (phone, zoom, in-person), including senior business and public sector executives.
- Advanced written and oral communication skills.
- Ability to deliver and execute high-quality, sophisticated signature professional industry events. Working knowledge of the complex needs of a wide variety of professional events.
- Creative thinker and problem-solver; creative and tactful negotiation and conflict resolution skills.
- Proven project management skills and the ability to manage several projects at once; demonstrated success at managing competing priorities effectively.
- Strong organizational and time management skills.
- Ability to initiate tasks and assume responsibility, to work with minimal supervision in a high production position, to prioritize tasks, and to handle multiple tasks concurrently and completely, with responsible follow-through.
- Ability to work in a team environment.
- Adaptability and an ability to provide courteous customer service.
- Fluent/proficient computer skills and strong aptitude with computer software for applications in word processing, spreadsheets, website, and managing document flow. Familiarity with WordPress and/or Adobe Creative Suite is an asset.
- Ability to travel throughout the Metropolitan Washington Region (including Washington, DC and suburban Maryland and Virginia) to different meetings and venues. Limited out-of-state travel may be required for national ULI conferences (1-2 times/year).

**EDUCATION:**

- Bachelors Degree preferred or relevant work experience.

**APPLICATION INSTRUCTIONS:**

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.

EOE/m/f/d/v. No relocation reimbursement is offered at this time.