



**Executive Director, ULI Nashville
Nashville, TN**

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 Nashville

ULI Americas implements its mission through 42 local district councils across the United States. ULI Nashville's Leadership consists of the leading professionals of local real estate industry. Our members voluntarily offer their time and industry expertise to lead ULI Nashville, to further the mission of ULI in our region. ULI Nashville, with nearly 800 members, represent the spectrum of land use and real estate development disciplines. ULI Nashville is served by a small professional team working diligently to ensure our members are getting the most out of their membership and are supported in their efforts to move the ULI mission forward in the greater Nashville area. For more information, please visit, <https://nashville.uli.org/>.

About the Role

Reporting to the Vice President of ULI District Councils, and the volunteer local District Council Chair, the ULI Nashville Executive Director is responsible for leading the district council's varied program of work, developing and executing strategies that manage the district council and its organizational resources, and building relationships across community partners and the diverse membership.

The Executive Director will oversee and coordinate the various activities of the District Council, including programs, membership, corporate and program sponsorships, advisory services, communications, public relations and general management of operations. The Executive Director will ensure that the District Council programming aligns with the ULI Global priorities and operates in compliance with ULI policies.

ULI Nashville is a District Council of the Urban Land Institute with annual budget of approximately \$475,000 and two full-time staff and several contractors, all of whom work remotely. Offers a wide variety of member engagement opportunities across Issue areas, member cohorts, initiatives and projects for its more than 700 members.

The Executive Director must have a passion for ULI's mission and a high level of respect, influence and connections throughout the community. The Executive Director is expected to bring new ideas and approaches to the work of the district council that are relevant and enterprising, and that respond to local dynamics and opportunities. At the same time, the Executive Director is expected to perform all the tasks necessary of a small-staff organization to deliver its mission.

The Executive Director will work with the District Council Chair and its Management Committee, Advisory Board, Members, staff and the VP, District Councils, to:

- Harness ULI member leaders and programs of work to connect industry leaders, inspire best practices for equitable and sustainable land use, and lead in anticipating and addressing land use challenges facing our metropolitan areas.
- Develop and execute a program of work for the District Council consistent with an Annual Business Plan and ULI's Mission Priorities that provides for clear outcomes and methods to measure results. Current initiatives include, but are not limited to:
 - Mentorship initiatives, Real Estate Development Academy, Urban Plan, and a Civic Leadership Forum.
 - Two annual signature events- Real Estate Outlook, and the ULI Nashville Excellence in Development Awards.
 - Programming and networking based on select member cohorts, such as Young Leaders, NEXT mid-career, Women's Leadership and Pathways to Inclusion diversity initiative.
- Manage all aspects of delivering ULI Nashville resources, outreach, benefits, communication to members and to the community, identifying places and ways ULI Nashville and its members can help lead and contribute to the dialogue on land use policies and issues across the region.
- Provide expertise and leadership on issues affecting land use policies through education forums, community initiatives, member convenings, conferences, meetings, programs, publications, and other resources.
- Collaborate with the District Council Leadership Committees for strategic advice, financial support, content focus and engagement of senior leaders from the broader real estate community in programming. Oversee all district council committees; engage existing volunteers and seek new and creative opportunities for active member involvement in the ULI Nashville program of work.
- Develop and execute a comprehensive sponsorship program that engages the Management Committee and Advisory Board and integrates these efforts with all programs and initiatives of the District Council, with an emphasis on sponsor recruitment and retention.
- Develop and execute a comprehensive membership program to retain existing members, deepen member engagement, increase the number of new members, diversity membership in terms of race, ethnicity and gender.
- Develop and maintain key strategic alliances with other local non-profit associations, academic institutions, municipalities, and appropriate regional, state and federal agencies. Builds and nurtures partnerships, exchanges and collaborations among community stakeholders.
- Direct the operations of the District Council with the input and support of the Management Committee and facilitate succession planning for all leadership posts of the District Council in tandem with the Governance function of the Advisory Board.
- Manage and closely monitor the finances and budget of the District Council in consultation with the Treasurer, including monthly reports, quarterly reforecasts, and annual budget preparation to maintain adequate reserves.
- Manage the ULI office providing leadership and development opportunities to staff and recruiting and training new staff members and any third-party contractors.

Candidate Profile

The Executive Director must have a passion for ULI's mission and demonstrate attention to detail and a mastery of the content matter, while being able to see the big picture and think and act in a visionary manner. ULI Nashville is looking for someone with an entrepreneurial spirit who can communicate and interact with groups of all levels across the public and private sector. The Executive Director will organize and manage public meetings and serve alongside District Council leadership as a "face" of the organization.

Ideal candidates for this position will bring the following experiences and attributes:

- Bachelor's degree in real estate, urban planning, business/public administration or related field. An advanced degree in business, real estate or related field is preferred.
- 10+ years progressive responsible experience in real estate, development, planning, design and/or land use. Experience in community relations and/or nonprofit administration is a plus.
- Highly motivated professional who thrives in a team environment; adaptable and effective multi-tasker; self-motivated and takes pride in accomplishments.
- Ability to prioritize and delegate, balancing strategic and operational obligations.
- A background working with volunteers who include business professionals, public officials, corporate executives, and senior members of the real estate community is highly desirable.
- Prior success in cultivating and securing funding/sponsorship.
- Experience in preparing and managing an annual budget and financial statements; fiscally responsible.
- Proven track record in strategic planning and execution of sound business plan in an ever-evolving environment.
- Ability to work effectively with diverse groups of people including members, corporate leaders, politicians, educators, public officials and ULI national staff.
- Experience recruiting, developing and leading staff to desired outcomes.
- Ability to grow and retain membership.
- Ability to plan and oversee high-quality events in support of the District Council.
- Effective public speaker and excellent writer; able to represent the District Council as spokesperson and thought leader in the region; carries executive presence.
- Comfortable with extensive computer use; fluent in Word, Excel, Microsoft Office, SharePoint and Zoom; working knowledge of PowerPoint.
- Flexible schedule to accommodate morning and occasional late-day meetings and events; available for moderate travel throughout the region; periodic visits to ULI's headquarters in Washington D.C.; attendance at the annual Fall and Spring Meetings.

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.