



Manager of Finance & Operations, Product Councils
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 Product Councils

The Product Council program is ULI's most valued, full membership engagement and networking opportunity. Through the exchange of information and the sharing of best practices, council meetings offer the more than 3,200 industry leader's vital opportunities to further the Institute's mission. Membership is highly sought after within the current 66 Councils. The Product Council program is about the leaders in the room and how they interact with one another. For more information on ULI's Product Council program, please visit <https://americas.uli.org/councils/product-councils/>.

About the Role

Working independently, the Manager, with supervision from the Vice President, Product Councils, provides day-to-day financial management and effective day-to-day business operations management for the Product Council program. The candidate will work closely with other product council staff, ULI staff, ULI event planning contractor/partner, and council volunteer leaders to operationalize effective systems and information-sharing protocols to ensure efficiency in executing on operations management, reporting, and financial management, and to manage day-to-day logistics and financials for the Product Council program. Specific responsibilities include:

- Create and continuously improve systems and protocols to share work and information related to metrics measurement, business operations, and intelligence reporting, and finance and operations management.
- Create efficiencies in workflows and processes in collaboration with other departments
- Provide oversight over all product council budgets under the supervision of the Vice President, Product Councils.
 - Budget management for all Product Councils, including budget planning, tracking finances, submitting check requests, and acting as the point of contact for the council program with ULI's finance department.
- Manage vendor relationship and contracts, including execution, financial payments, etc.
- Manage agenda submission, creation, and online tool upload to ensure accuracy of logistical details for council day and reception/tours.
- Coordinate and deploy council meeting evaluation surveys and product survey reports of the results to share with council leadership.
- Post-meeting tasks to include budget review of meeting with the Vice President, Product Councils, coordinating funds owed to ULI and general ledger review.
- Support ULI Forums by working with forum leadership to build sessions for the Spring and Fall Meetings, with internal departments to coordinate marketing, customer service, and data tracking, and with ULI staff to ensure consistency across the program.
- Other operational tasks as needed by the department to include:
 - Utilizing NetForum database, including member and event reporting, to accomplish program goals
 - coordination of content resources to support Council Day at Spring and Fall Meeting
 - editing video and Zoom call recordings

- management and facilitation of virtual Zoom Council meetings
- maintaining and updating product council, forum, and product council leadership resources webpages
- other duties as required.
- Provide support to other departments under the purview of the Executive Vice President, as requested.

Candidate Profile

- Bachelor's degree or relevant work experience. 5-7 years of related experience.
- Demonstrated experience coordinating or managing the business operations function of the unit or department.
- Ability to manage multiple budgets and financials
- Ability to interact and work with top-level executives and internal customers effectively.
- Ability to work collaboratively as well as independently, as required.
- Ability to successfully handle multiple priorities, work well under pressure, and adapt quickly to shifting duties and responsibilities.
- Ability to prioritize work and manage several projects concurrently.
- Ability to stay on top of multiple details and keep to project timelines
- WordPress or other website customization experience preferred.
- Strong oral and written communication skills
- Strong Microsoft Office Suite knowledge.
- Self-directed, resourceful, and flexible.
- Ability to travel to Fall and Spring Meetings.

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.

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.