



**ULI—the Urban Land Institute  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Manager, Boston District Council
<b>DEPARTMENT:</b>	District Councils
<b>LOCATION:</b>	Boston, Massachusetts
<b>FLSA CLASSIFICATION:</b>	Exempt
<b>REPORTS TO:</b>	Executive Director, Boston District Council
<b>POSITION STATUS:</b>	Full-Time
<b>DATE OF REVISION:</b>	May 2017

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**POSITION SUMMARY:**

ULI Boston seeks an energetic and entrepreneurial Manager to serve as an integral member of the team responsible for engaging local members, managing committees and programs, and working with partners to advance the mission of ULI and deliver value to members. The Manager will work closely with three-person team and member leadership to implement the organization's strategic plan.

The Manager, as an employee of ULI, will be responsible for building strong relationships with members and partners; providing outreach and project management related to Technical Assistance Panels, committee, events and programming; supporting strategic communications and providing support in the overall operations of the District Council. The Manager will also be responsible for assisting the local and national staff with preparations for the 2018 Fall Meeting to be held in Boston. This event with roughly 7,000 attendees will feature tours, programming, meetings and more for ULI members from across the country.

The ideal candidate must be proactive, demonstrate an entrepreneurial spirit, strong organizational and project management skills, excellent verbal and written communication skills, excellent intrapersonal skills and strong knowledge of and local relationships in the planning, land use and real estate sector. Specific background in policy, city and regional planning, nonprofit or volunteer management or strategic communications, graphics and branding will be valued highly. This is a full time exempt position reporting to the Executive Director, ULI Boston District Council.

**SPECIFIC RESPONSIBILITIES:**

### **Technical Assistance Programs**

- Manage ULI Boston's Technical Assistance Panel (TAP) Program, in which ULI member experts provide objective solutions to real estate and land use challenges.
- Develop creative opportunities to market the TAP program, and recruiting experts from ULI's membership to serve on panels and in other advisory capacities.
- Serve as the primary point of contact with a TAP sponsor/client and manage operations; Leverage research and analysis to inform local technical assistance efforts. Oversee production of local reports, working with members and outside contractors.

### **Events, Programs, Initiatives:**

- Coordinate the planning and registration for events and programs.
- Assist Executive Director and other staff in marketing programs and events to sponsors and partners.
- Assist in developing and maintaining vendor relationships, sourcing appropriate suppliers for catering, audiovisual, IT, printing, graphic design, and other needs.
- Responsible for venue logistics including advance coordination and contract, room layout and setup, catering/audiovisual, arrange accommodations as needed, and obtain required insurance riders.
- Post-event activities including event-specific invoices and reconciliation
- Generate and mail thank-you letters to speakers and sponsors.
- Assist District Council and Headquarters staff in preparing for the 2018 ULI Fall meeting.
- Support member-led committees focused on tour logistics, meeting venues and membership outreach around 2018 ULI Fall Meeting.

### **Member Networks:**

- Assist member leaders in planning meetings and programs for Local Product Councils and committees.
- Help coordinate meeting invitations and notices.
- Maintain membership rosters.
- Facilitate collaboration across Local Product Councils and committees.

### **General District Council Operations**

- Develop and manage member relationships, supporting opportunities for members to engage more deeply with the District Council through programming and committees.
- Manage member committees or initiatives and support relevant programs and events. Assist the team with committee management, programs, events, logistics, tracking financials and sponsorship development.
- Develop grant applications to support the district council's initiatives and identify opportunities to leverage partnerships to achieve mission and deepen program work.

### **REQUIREMENTS:**

- Bachelor's degree.
- 5-7 years of progressively responsible and relevant experience, project management skills.
- Experience or degree in nonprofit administration, local real estate and land use, urban planning, public administration, communications, and/or community relations desired.
- Experience recruiting, working with, motivating and managing volunteers desired.
- Experience in event planning and management, programming or sponsorship a plus.

- Active interest in and general knowledge of real estate, land use, development or planning and commitment to the ULI mission.
- Demonstrated excellence in oral and written communications.
- Strong time management and organizational skills, including ability to initiate tasks and assume responsibility for them, and to work with minimal oversight in a high-visibility position and to prioritize tasks, handle multiple projects concurrently and completely, with responsible follow-through and attention to detail.
- Highly developed interpersonal skills to work with senior executives in the private and public sectors in a sophisticated, respectful, and simultaneously collegial manner
- Fluency with Microsoft Office Suite required; knowledge of informational visualization tools, graphics or website management preferred.
- Use of personal vehicle may be needed for local travel.
- Early morning and occasional evening events and some out of state travel may be included.

**APPLICATION INSTRUCTIONS:**

To apply, please send a letter of interest and resume to [jobs@uli.org](mailto:jobs@uli.org), subject line “Manager, ULI Boston”. A list of ULI’s employee benefits can be found at <http://americas.uli.org/about-uli/career-opportunities/benefits/>. EOE/m/f/d/v