



Urban Land Institute
POSITION DESCRIPTION

POSITION TITLE:	Associate, ULI Boston/New England
DEPARTMENT:	District Councils
REGION:	Americas
LOCATION:	Boston, Massachusetts
REPORTS TO:	Executive Director, ULI Boston/New England
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Full-time
REVISED DATE:	May 2019

POSITION SUMMARY:

The Associate is a professional position within the district council. The Associate is one of the faces of ULI Boston/New England—members call on the Associate first for assistance and information, so it is imperative that she or he be courteous and friendly. The position necessitates that the Associate travel occasionally to district council events and functions throughout New England and attend meetings, events, and programs in the early mornings or evenings.

The Associate serves as an informed resource for district council committees and local product councils, interfacing with these groups to ensure that all work is consistent with the Institute's policies and procedures and that ULI Boston/New England's goals and objectives are met. The Associate works closely with the Executive Director and staff to maintain administrative, financial, and office operations of the Boston/New England District Council, including membership, sponsorship, programs, social media, and communications. The Associate will manage logistics for both UrbanPlan and the Young Leaders Group.

SPECIFIC RESPONSIBILITIES:

- Manage and maintain district council operations including, but not limited to, databases, records, calendars, supplies and equipment, files, and other district council resources, equipment, and maintenance as needed.
- Manage distribution of all correspondence to members and nonmembers and assist with production.
- Support standing committees, councils, and other working groups as needed, including meeting schedule and invitations, and recording, writing, and distribution of meeting minutes.
- Assist with programs and event planning.
- Access member and nonmember records to create analyses for membership, sponsorship, attendance, and budget patterns for forecasting short- and long-term goals.
- Administer NetForum (member and event data program) database functions.



- Support district council event tasks, both for setup and production and with tasks during and following events, such as printing and processing name badges, mailing thank-you letters, handling final registration of attendees, and processing event-specific invoices.
- Work with the UrbanPlan committee to schedule volunteer training sessions, manage logistics of the existing school programs, maintain inventory of supplies, coordinate classroom volunteers, and manage delivery and pickup of program supplies.
- Update the district council website and social media outlets, using ULI's content management systems, including, but not limited to, marketing for upcoming events, news related to district council initiatives, members in the news, and other pertinent activities.
- Track expenses to improve budgetary performance.
- Prepare expense reports for district council staff.
- Process and manage accounts payable and receivable for all activities associated with the district council, including, but not limited to, sponsorships, programs, membership, community outreach, book orders, supplies, etc.
- Perform other administrative, marketing, and communications duties and projects as required, to contribute to a team effort.
- Maintain daily relationship with, and reports to, the ULI Boston/New England District Council Executive Director; works directly with the other staff members of the district council as well as staff at ULI headquarters; and disseminates information to applicable parties and departments, including membership, meeting production, finance, and customer service teams.
- Daily direct work with ULI members, including certain advisory board members serving in key committee leadership positions, members, member firms, sponsors, prospects, vendors, collaborative partner organizations, and consultants.

EXPERIENCE:

- 1-4 years' work experience preferred.
- Interest in real estate and land use desired
- Demonstrated proficiency/skills in Microsoft Office (Word, Excel, Outlook, and PowerPoint); knowledge of and competency with a graphics, Illustrator, Photoshop, or communications software a plus. Familiarity and proficiency with web-based tools, such as WordPress.
- Professional knowledge of and competency with social media including Twitter and Facebook.
- Professional oral and written communication and interpersonal skills to work with senior business and public-sector executives.
- Ability to initiate and prioritize tasks and handle multiple tasks concurrently and completely with responsible follow-through and minimal supervision.
- Ability to provide courteous customer service and professional relationships with coworkers in a fast-paced environment.
- Self-motivated, demonstrating meticulous attention to both details and deadlines.
- Proven project and office management skills, including the ability to creatively solve problems.
- Aptitude for financial management and budgeting, with outstanding attention to detail.
- Meeting and event coordination skills.
- Ability to attend early morning and evening events is required.
- Ability to travel to ULI Boston/New England events throughout New England and occasionally to ULI meetings in other locations.



EDUCATION:

- BA/BS preferred.

APPLICATION INSTRUCTIONS:

To apply, please follow the link below. Please submit a résumé and a letter of interest.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43d-d-5757-401e-9ef5-65813f73b552&cclid=19000101_000001&jobId=287193&source=CC3&lang=en_US

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