



Urban Land Institute POSITION DESCRIPTION

POSITION TITLE:	Associate, ULI North Texas
DEPARTMENT:	District Councils
REGION:	Americas
LOCATION:	Dallas, Texas (Downtown)
REPORTS TO:	Executive Director, ULI North Texas
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Full-time
POSITION COMMENCEMENT:	July 2019

POSITION SUMMARY

As a part of the district council team, the Associate serves as a liaison among ULI headquarters, district council staff, ULI North Texas members, and ULI North Texas Sponsor firms. The Associate is often the first point of contact for the organization, so it is imperative that she or he be courteous and professional. Strong candidates for this position will have excellent writing skills and will be highly organized, detail-oriented, obsessed with accuracy, effective multitaskers, and able to work independently in a fast-paced environment.

SPECIFIC RESPONSIBILITIES

The Associate supports the Executive Director and other district council staff in district council operations, including office management, administrative support, event execution, meetings, district council finances, and sponsorship. In addition, the Associate is primarily responsible for working with the district council's Membership Committee and Young Leaders group in planning and executing volunteer activities, meetings, and events.

Office Management

The Associate serves as the office manager for ULI North Texas and will work closely with remote ULI IT and Customer Service staff to ensure smooth office operations.

- Serve as a primary point of contact for ULI members seeking to become engaged in the Institute or having questions regarding events.
- Maintain and order office supplies and equipment.
- Coordinate with remote ULI IT staff and IT contractors to troubleshoot and resolve IT issues.
- Update ULI NT website as needed.

- Support the Executive Director and other staff members as needed with meeting and event preparation.

Event Execution

ULI North Texas's member-driven committees produce over 60 programs per year that are supported by ULI staff, including the Associate. The Associate's role is to support other staff in the delivery of meaningful, well-organized, and profitable events.

- Assist in the setup of events in the NetForum system.
- Provide registration support for district council events.
- Format and print on-site registration forms, badges, tent cards, and other printed materials for events.
- Attend ULI North Texas educational programs and networking events, and assist in event setup, execution, and breakdown as needed.
- Maintain spreadsheet on venue capacities, audiovisual providers, caterers, and other event information.

Administrative Support/Operations Support

The Associate works closely with the Executive Director and district council staff to ensure smooth operations of the district council.

- Manage and respond to phone/email inquiries from main ULI North Texas phone line and inbox.
- Update internal program and events calendars.
- Use ULI database and reporting software to produce reports for the Executive Director and other staff and committees as needed.
- Coordinate with the printer to have event signs, programs, sponsorship brochures, and other materials produced.

Finance

The Associate manages accounts receivable and accounts payable for the district council office.

- Work closely with the remote ULI finance team to ensure timely payment of monthly bills, vendor invoices, and reimbursements.
- Invoice and track sponsorship payments.
- Work closely with the Executive Director and Treasurer to monitor financial performance and resolve accounting issues.

Committee Support

ULI North Texas has numerous committees that develop the content and programming of the district council. The Associate supports ULI staff in facilitating committee meetings and is the primary staff support for the Membership Committee and the Young Leaders group.

- Attend meetings of the Young Leaders executive committee and assist their programs and membership subcommittees in scheduling events, identifying venues, and publicizing events via email blasts and website listings. Attend Young Leaders events as primary staff support.

- Assist the Executive Director in producing reports and meeting materials for Membership, Programs, Management, and Sponsorship Committees. Attend meetings of these committees and record minutes/notes.

Sponsorship

The Associate will work closely with the Executive Director and Sponsorship Committee to execute the annual sponsorship program.

- Mail-merge and mail out sponsorship materials to prospective sponsors.
- Invoice and track payment of pledged sponsorships.
- Manage spreadsheets and track sponsor benefits such as complimentary memberships and event passes.
- Produce reports for the Executive Director and Sponsorship Committee as needed.

EXPERIENCE

- 1-4 years of related administrative assistant experience, preferably in a mission-driven nonprofit, professional services, or real estate/land use setting.
- Professional oral and written communication skills, including exceptional spelling and grammar.
- Highly developed interpersonal skills to work with senior executives in the private and public sectors.
- Meticulous attention to detail.
- Ability to initiate tasks and assume responsibility for them, and to work with minimal supervision in a high-production position.
- Strong time management skills.
- Excellent organizational skills.
- Ability to prioritize tasks, handle multiple tasks concurrently and completely, and complete tasks on time, with responsible follow-through.
- Strong computer skills including advanced proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint), WordPress, and Adobe products.
- Ability to attend early morning and evening events in the Dallas/Fort Worth region and to travel to ULI headquarters and/or national ULI meetings for training and educational programs two to three times per year.

Desired (not required)

- Prior experience in event planning and management.
- Interest in real estate and land use, policy, and/or sustainability in the built environment.

EDUCATION

- BA/BS degree 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=290056&source=CC3&lang=en_US

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