



**Urban Land Institute
POSITION DESCRIPTION**

POSITION TITLE:	Senior Associate
DEPARTMENT:	Content
LOCATION:	Washington, D.C.
REPORTS TO:	Senior Vice President, Content
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Full-time, through December 2020
DATE OF REVISION:	August 2019

POSITION SUMMARY:

ULI's Building Healthy Places Initiative (BHP) is seeking a committed Senior Associate to support implementation of key BHP programs, undertake research, and coordinate BHP activities.

This position will initially be a one-year to 18-month engagement, through December 2020, with the potential for an extension or a renewal. The person selected for this position will report to the Senior Vice President for Content. The position is funded through a combination of major foundation grants to the ULI Building Healthy Places Initiative.

Building Healthy Places is one of three flagship programs of the Center for Sustainability and Economic Performance (CSEP). BHP leverages the power of the Institute's global networks to shape projects and places in ways that improve the health of people and communities. BHP engages, informs, and inspires ULI members and other real estate and land use practitioners to promote health and wellness in their professional practice and in their communities.

Core areas of focus for BHP include parks and open spaces, promoting health through the design and operations of public and private networks, the intersection of health and urban planning, healthy housing, fostering member networks focused on health, and more. BHP accomplishes its goals through a combination of convenings, research and publications, technical assistance to communities, and related activities.

SPECIFIC RESPONSIBILITIES:

- Serve as a core research resource, working with research and report leads to research and write reports and other publications. Conduct interviews, write up case studies, locate images, etc.
- Support the implementation of the ULI Health Leaders Network program, working closely with the program lead, by arranging webinars and meetings, reviewing participant assignments, and supporting administrative logistics such as processing travel reimbursement requests.
- Support the ULI Health Mentors program, working closely with the program lead, by recruiting mentee and mentor participants, reviewing applications, coordinating with participants, and supporting administrative logistics.
- Support the implementation of advisory activities and convenings, by identifying expert panelists, making local arrangements, preparing summaries, supporting impact evaluations, etc.
- Lead a program to provide funding to district councils to support member engagement around parks and open spaces, by recruiting interested district councils, tracking and summarizing activities, and the like.
- Support internal coordination with ULI staff, member leaders, and members, and lead BHP internal team coordination efforts.
- Limited administrative responsibilities, such as printing program materials, submitting invoices for payment, tracking budgets, scheduling meetings, and the like.

EXPERIENCE:

- At least two to three years of related experience.
- A strategic thinker, and a strong writer, problem solver, and excellent communicator.
- Comfortable engaging with ULI members and partners.
- Interest in or experience with urban planning, real estate, or related topics.
- Able to maintain keen attention to details, timelines, and various moving project pieces.
- Able to write summaries of various reports and topics.
- Travel within the United States as required. A reasonable expectation would be one trip every month, each with a duration of two to three days.

EDUCATION:

- Bachelor's degree in urban planning, real estate, public health, public policy, public administration, and/or a related field in the social sciences.

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&ccld=19000101_000001&jobId=296554&source=CC3&lang=en_US

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