



**Urban Land Institute
POSITION DESCRIPTION**

POSITION TITLE:	Associate, ULI Tampa Bay
DEPARTMENT:	District Council
REGION:	Americas
LOCATION:	Tampa Bay, Florida
REPORTS TO:	Senior Manager
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Part-time
DATE OF REVISION:	August 2019

POSITION SUMMARY:

The Associate for ULI Tampa Bay will be part of a dynamic team of three dedicated to creating thriving places in the Tampa Bay region. As a member of this small and busy nonprofit team, this Associate will have the opportunity to work on a range of diverse projects and tasks while interfacing with our over 600 members. The Associate serves as an informed resource for district council committees, working with these groups to ensure that all work is consistent with the Institute's policies and procedures and that ULI Tampa Bay's goals and objectives are met.

Specifically, the Associate will provide consistent and dedicated support for district council event planning, marketing, and execution (20 to 30 professional events per year) as well as process accounts payable for the organization related to both events and other expenses.

The Associate will work closely with the ULI team, vendors, contractors, and volunteers to maintain administrative, financial, and office operations, including membership, sponsorship, programs, social media, and communications. The Associate must be self-motivated and task-oriented and have a demonstrated ability to work with volunteers to achieve key outcomes for successful event execution. The Associate is one of the faces of ULI Tampa Bay—members will call on the Associate for assistance and information, so it is imperative that she or he bring a friendly, customer service-oriented approach consistent with the ULI brand in Tampa Bay.

The expected schedule is 25 hours per week, which may vary based on the monthly event schedule. The Associate must be available within regular business hours and a minimum of three partial days per week. A regular schedule will be established as a condition of any employment offer. Such schedule may include a combination of on-site office hours and remote work hours. The position necessitates that the Associate travel to district council events and functions throughout the seven-county Tampa Bay region and attend meetings, events, and programs in the early mornings or evenings

SPECIFIC RESPONSIBILITIES:

- Execute ULI event processes, while coordinating with ULI headquarters staff and various service providers:
 - Complete ULI pre-event and post-event forms and procedures, CRM updates, and ULI Tampa Bay program dashboard.
 - Manage ULI event registration processes, including complimentary registrations, badges, and on-site registrations.
 - Support the ULI team in providing for on-site event logistics.
 - Coordinate venue logistics and ensure that event remains on budget.
- Support ULI Tampa Bay committees, driving agendas and timelines related to meetings and events. Contribute to and innovate new program ideas and formats.
- Process and manage accounts payable, which are run through ULI's central office and its established processes and systems.
- Attend ULI Tampa Bay Management and select other committee meetings and assist in meeting logistics.
- Contribute to ULI Tampa Bay's mission strategic planning efforts.
- Work as a team player and support the Senior Manager with day-to-day administrative and customer service-related tasks required to run a district council.

EXPERIENCE:

- Two to five years of related experience.
- Excellent team-playing skills and interpersonal skills to work with senior business and public-sector executives.
- Professional oral and written communication skills and an ability to provide courteous customer service and maintain professional relationships with staff, contractors, volunteers, members, and sponsors in a fast-paced environment.
- Strong event and project management capabilities.
- Ability to adapt and be flexible if/when plans must be revised.
- Desirable: Interest in real estate and land use. Experience in nonprofit administration, marketing, and/or community relations.
- Ability to initiate and prioritize tasks and handle multiple tasks concurrently and completely with responsible follow-through and minimal supervision.
- Ability to approach work from a strategic perspective and identify processes and gaps, yet also must be able to identify tactics and execute at a very detailed level.
- Technology required:
 - Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint).
 - Familiarity and basic proficiency with graphic programs such as Photoshop, InDesign, and/or similar applications.
 - Familiarity and proficiency with website applications such as WordPress and bulk email marketing applications (ULI uses Magnet Mail/Real Magnet).
 - Familiarity and basic proficiency with customer relationship management (CRM) software and willingness to learn ULI's CRM system, Netforum by Abila.
- Ability to attend early-morning and evening events throughout the central Tampa Bay region as needed; provide own transportation.
- Occasional travel to ULI national or regional events.
- Attend ULI required trainings, learning, and maintaining aptitude in ULI-required systems and policies
- Ability to lift up to 30 pounds may be required for on-site event execution.

EDUCATION:

- BA/BS preferred.

APPLICATION INSTRUCTIONS:

To apply, please follow the link below. Please submit a résumé and a writing sample that may include a mass-communication, publication, or Adobe creative suite sample.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43d-d-5757-401e-9ef5-65813f73b552&cclid=19000101_000001&jobId=296903&source=CC3&lang=en_US

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