



ULI - Urban Land Institute POSITION DESCRIPTION

POSITION TITLE:	Senior Associate, Center for Commercial Real Estate Economics/Finance
DEPARTMENT:	Center for Capital Markets and Real Estate
LOCATION:	Washington, DC
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Full-Time
DATE OF REVISION:	October 2019

POSITION SUMMARY:

ULI is seeking a Senior Associate to help support the full range of activities of the ULI Center that focuses on real estate economics and finance. Reporting to the Center's Senior Vice President, this position will support the operational components of this program and have the ability to learn and grow into substantive areas.

Some of the on-going products that the Senior Associate would be involved with are *Emerging Trends in Real Estate*, Real Estate Economic Forecast, the McCoy Symposium, and Fall and Spring Meeting sessions. Other products are generated as new initiatives and partnerships are formed.

In addition to strong administrative and project management skills, they must place strong emphasis on: accuracy and attention to details; on-going communication with the Senior Vice President; a proactive and positive approach to the work; and the ability to meet multiple deadlines in a fast-paced environment.

They must also have strong interpersonal and customer-service skills and be able to interact with senior executives in a respectful and productive manner. ULI is a membership organization and the position requires contact and relationship-building with ULI members and leaders, district council leaders, product council leaders, funders, public officials, consultants, researchers, data providers, and authors.

SPECIFIC RESPONSIBILITIES:

- Work with the Senior Vice President to implement and manage relevant projects, maintaining budget and schedule goals. Examples of tasks include:
 - Emerging Trends:*
 - Prepare and maintain project schedule and budget
 - Prepare survey mailing list

- Assist in testing survey instrument, with an eye for improvement in both content and flow.
- Communicate with District Councils to request participation in Focus Group program; track interest/implementation, collect/collate results.
- Track industry topics via internet search as they arise in interviews and general discussion for background to this publication.
- Support the production of charts for the report, working on visual details with the copy editors and layout artists.
- Carefully proof charts and other exhibits to ensure accuracy.
- Manage communication with in-house editors and outside artists to ensure the production process is coordinated and on schedule.
- Update a set series of PowerPoint charts using a designated set of survey data.
- Assist in many other aspects of the large *Emerging Trends* program, including interviews, event scheduling and coordination, and printing process.

Real Estate Economic Forecast:

- Develop and maintain schedule based on data releases of the 27 indicators and Fall/Spring Meeting dates.
- Maintain current list of real estate economists/analysts committed to participating in the Real Estate Economic Forecast.
- Schedule webinar with ULI membership, marketing and communications departments; respond to their requests for additional information.
- Assist in the creation of the webinar and Fall/Spring Meeting session panels (invite panelists, schedule calls, etc.)
- Drawing from government and private data sources, research data for 27 indicators, and accurately update project data base for use as survey prompts and final presentation of results
- Update and release project survey using Zarca and follow-up to achieve stated participation rate.
- Clean up and aggregate collected survey data, create power point charts to show results, and write technical analysis of the results.
- Assist in technical aspects of webinar.
- Analyze webinar audience for future targeting, sponsorship.

ULI/McCoy Symposium:

- Support creation of Attendee Profile hand-out by collecting bios and pictures from attendees to create booklet; develop optimal layout and presentation.
- Communicate effectively with high-level executives and industry leaders to collect bios and headshots.
- Maintain organized and current list of RSVPs, and corresponding materials needed from confirmed attendees.
- Create tent cards, badges

- Respond to requests as needed to support event.
- Travel to event and provide on-location support.
- Manage program's website to ensure all materials are up to date; work with ULI communication, marketing and membership teams to create/enhance effective promotional and information sharing structures.
- Create and implement on-going collection and analysis of metrics on all program activities and assess impact.
- Supporting other duties for the Center as assigned.

QUALIFICATIONS:

- BA/BS degree in real estate, urban planning, business/public administration or related degree.
- Approximately 2-4 years of progressively responsible experience, preferably in a real estate-related field.
- Project management experience preferred.
- Proven track record of and interest in, and understanding the value of, accuracy; interest and track record in quantitative analysis.
- Experience as a team player in a variety of settings.
- Excellent writing and oral communication skills
- The ability to manage several projects simultaneously.
- Experience in working with or for non-profit organizations preferred
- Knowledge of data base development, data analysis and presentation, spreadsheets, and web-based content development.
- Knowledge of Powerpoint and Excel; ability to learn Zarca (survey software) and web page development/maintenance.

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=76dd43dd-5757-401e-9ef5-65813f73b552&ccld=19000101_000001&jobId=344542&source=CC3&lang=en_US

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