

**Urban Land Institute
POSITION DESCRIPTION**

POSITION TITLE:	Manager, Building Healthy Places
DEPARTMENT:	Centers
LOCATION:	Washington, D.C.
REPORTS TO:	Senior Vice President, Building Healthy Places
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Full-time
DATE OF REVISION:	October 2019

The Manager, Building Healthy Places position is focused on working to measure and amplify the impact of ULI's work to promote health, well-being, social equity, and enhanced real estate project success. The position manages Building Healthy Places work on monitoring and evaluation and impact, and supports specific research and analytical projects such as the Assessment of Health and Social Equity in Real Estate Practice.

The position is part of the Building Healthy Places Initiative (BHP), one of three flagship programs of the Center for Sustainability and Economic Performance (CSEP). It is a full-time exempt position located in Washington, D.C., reporting to the Senior Vice President, Building Healthy Places.

This position is funding dependent and will initially be a one-year engagement, through December 2020, with the potential for an extension or a renewal. The position is funded through a combination of major foundation grants to the ULI Building Healthy Places Initiative.

SPECIFIC RESPONSIBILITIES:

Serve as the lead for Building Healthy Places monitoring and evaluation efforts, helping to optimize member experiences and member value gained from BHP programming and content:

- Support CSEP in collecting and tracking metrics for impact, including collecting participation metrics, collecting and sharing stories of impact and implementation, developing tracking tools, and more.
- Manage Building Healthy Places Member Survey implementation and analysis, and surveys and evaluations for BHP events, including the BHP Interest Forum, and content, such as reports. Collect and analyze quantitative data relevant to work quality and impact.
- Collect and analyze qualitative monitoring and evaluation activities, including interviews with members and program participants, observations, etc.
- Manage ongoing evaluation process for the 10-Minute Walk [to a Park] Campaign, in collaboration with project partners.
- Translate findings into actionable recommendations and share with colleagues to inform future strategies, directions, and decision-making for BHP programs.

- Prepare presentations and reports for internal and external audiences, including foundation partners.
- Develop logic model and related materials for the BHP Initiative.
- Serve as the lead for key projects and programs, including the Assessment of Health and Social Equity in Real Estate Practice.
- Develop publications summarizing impacts and outcomes from various programs and projects.
- Manage the work of Monitoring and Evaluation consultant(s).
- Support the development of high-quality research and publications, including research, interviews, and writing of reports that relate to measurement and evaluation. One key topic for FY20 is park quality.
- Travel within the United States as required. A reasonable expectation would be one trip every other month, each with a duration of two to three days.

EXPERIENCE:

- At least 5 to 7 years of related experience.
- Experience with monitoring and evaluation systems, quantitative and qualitative assessments, and telling stories of impact, with real estate or urban planning experience preferred.
- A strategic thinker, a strong writer, a problem solver, and an excellent communicator.
- Comfortable managing consultants and engaging with ULI members and partners.
- Able to maintain keen attention to details, timelines, and various moving pieces.
- Able to clearly communicate quantitative and qualitative results of analysis, including via reports, presentations with stakeholders, etc.
- Proficiency in Excel required.
- Understanding of survey design and metrics.

EDUCATION:

- Bachelor's or master's degree in policy, analysis, quantitative methods, monitoring and evaluation, urban planning, real estate, public health, or related fields.

APPLICATION INSTRUCTIONS:

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

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43dd-5757-401e-9ef5-65813f73b552&cclId=19000101_000001&jobId=345571&source=CC3&lang=en_US

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