

Urban Land Institute Northwest is hiring a contract technical writer for a series of Technical Assistance Reports (**TAP Writer**)

Duration: April 2024 through December 2025

Hourly rate: \$40-50 DOE

Hours per week: variable

About the Urban Land Institute:

The Urban Land Institute (ULI) is a global, nonprofit organization that provides leadership in the responsible use of land and in creating and sustaining thriving communities worldwide. Established in 1936, the Institute has more than 45,000 members worldwide representing all aspects of land use and development disciplines. ULI members volunteer their expertise in urban planning, real estate development, finance, law, architecture, public policy, marketing and management.

The ULI Technical Assistance Panel (TAP) program provides expert advice to local governments, public agencies, and nonprofit organizations facing complex land use and real estate issues. The TAP program is designed to help communities make informed decisions about their land use and development. TAP panels are composed of ULI members who are experts in a variety of land use and development disciplines.

Background:

Sound Transit has been selected for a grant from the US Department of Transportation's Build American Bureau to conduct preliminary engineering to test the feasibility for joint development at five stations. As part of this grant, ULI Northwest will convene TAPs at selected stations to evaluate market trends, economic feasibility, architectural and urban design integration, jurisdictional support, procurement and delivery models and financing options. Separate expert panels will be convened at each station area to provide advice and recommendations on specific topics outlined by Sound Transit for each station area.

The Role:

The ULI TAP Writer is responsible for writing and editing reports and other materials for the ULI TAP program. ULI's TAP program provides expert advice to local governments, public agencies, and nonprofit organizations facing complex land use and real estate issues. The TAP Writer will work with a team of experts to research and write reports that provide clear, concise, and actionable recommendations for addressing these issues.

The ideal candidate for this position will have a strong understanding of land use and real estate issues, as well as excellent writing and editing skills. The TAP Writer must be able to

work independently and as part of a team and must be able to meet deadlines under pressure.

The TAP writer will attend all TAPs and a Developer Forum, produce summary reports of each TAP, and complete an in-depth 5 chapter report at the conclusion of all TAPs and the Developer Forums. The final report will dive deeply into the background information and panel recommendations covered at each TAP and the Developer Forum.

The ideal candidate for this position should:

- Understand the basics of Transit-Oriented Development (TOD) and commercial real estate.
- Be a strong writer who can understand, synthesize and articulate technical details for professionally written, published reports (examples of past reports [here: https://northwest.uli.org/resources/?type=report-tap](https://northwest.uli.org/resources/?type=report-tap))
- Be able to operate under a deadline and juggle responsibilities successfully.
- Work with a team of experts to provide clear, concise, and actionable recommendations for addressing complex land use and real estate issues
- Edit and proofread reports and other materials
- Meet deadlines under pressure

To apply:

- Email a copy of your resume and a cover letter to northwest@uli.org. Applicants will also need to provide writing samples.
- Applicants will be screened on a first-come, first-served basis, with priority given to candidates who apply on or before April 30.

Key dates that the TAP Writer must be available:

- TAP #1: May 21-22, 2024: 7:30am-7pm on the 21st, 7:30am-3pm on the 22nd
- TAP #2: July 31-August 1, 2024: 7:30am-7pm on the 31st, 7:30am-3pm on the 1st
- TAP #3: September 25-26, 2024: 7:30am-7pm on the 25th, 7:30am-3pm on the 26th
- TAP #4: October 22-23, 2024: 7:30am-7pm on the 22nd, 7:30am-3pm on the 23rd
- TAP #5 Date TBD – similar hours to prior TAPs
- Developer Forum #1 Date TBD – 8-hour day
- Developer Forum #2 Date TBD – 8 hour day

There is potential for dates to shift – in this event, the TAP Writer will be notified of all dates at least two months in advance.