Urban Land Institute Alberta

VOLUNTEER JOB DESCRIPTION – ULI ALBERTA

Committee:	Business Development Committee
Location:	Edmonton (Reporting to ULI Alberta Board) – 1 position
Job Title:	Business Development Co-Chair
Job Description:	Objective is to grow sponsorship and membership of ULI Alberta—in order to create a sustainable and effective District Council. This will be achieved by executing on the following: • Understanding the ULI network, resources, and overall mission • New and existing membership engagement (presentations, surveys, member events etc.) • Existing sponsorship engagement (understanding sponsor goals and objectives—incorporating within the Programming calendar) • Liaising with sponsors before, during and after events • Targeting new sponsorship opportunities (event and annual sponsorship) • Reviewing and executing the sponsorship strategy • Achieving short-term and long-term sponsorship and membership goals Responsibilities include helping to select and organize Committee members, leading the development of programming aligned with the District Council's Strategic Plan and the planning and execution of events, coordination with the board and Programs committee to administer events, managing communications, sponsorship and budgets overseeing the successful delivery of events and activities that both meet membership needs and interests as well as raise the profile of ULI in Alberta.
Skills Required:	• Strong communication skills (verbal and written) • Ability to liaise with industry colleagues in a positive and professional manner
Time Commitment:	8 -10 hours per month
Meeting Frequency:	Must organize and moderate one Committee Meeting every 1 -2 months in addition to event attendance. Attend 6 – 7 Board meetings per year (75% attendance is required to remain on the board).
Term:	Two Years
Questions:	To apply please complete your profile in Navigator or complete the application and send it to Spryng.kubicek@uli.org For any questions please email: Spryng.kubicek@uli.org

**Must be a ULI member to be eligible*