

Urban Land Institute
POSITION DESCRIPTION

POSITION TITLE:	Director, Diversity, Equity, and Inclusion
DEPARTMENT:	Diversity, Equity, and Inclusion
REGION:	Americas
LOCATION:	Washington, D.C. (preferred)
REPORTS TO:	Senior Vice President, Diversity, Equity, and Inclusion
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Full-time
DATE OF REVISION:	April 2021

POSITION SUMMARY:

Reporting to the Senior Vice President (SVP) of Diversity, Equity, and Inclusion, the Director, Diversity, Equity, and Inclusion (DEI) is a team member of the Urban Land Institute's Diversity, Equity, and Inclusion department created in 2020. The DEI department is responsible for coordinating ULI's efforts to address racial inequity and systemic racism in the real estate industry and across communities, with three important strategic objectives:

- 1) **Diversify ULI and commercial real estate** by accelerating representation of BIPOC, gender, and LGBTQIA+ at ULI in our membership, member leadership, and staff/staff leadership.
- 1) **Address equity and systemic racism through programs of work** through the creation of best practices for the development of diverse, equitable, and inclusive communities.
- 2) **Create a culture of inclusion** by building and fostering an inclusive environment at ULI through learning, training and recognition, and the celebration of cultural differences.

In this role, the Director will be responsible for partnering with the ULI district council staff at headquarters and collaborating with district council staff at all levels across the organization by coordinating with staff leadership across the Americas region offering advice, guidance, and consulting on all DEI-related matters, with a view to assisting the SVP with executing strategies appropriate to those councils. The position will be internal and external facing and will act as the staff interface when advising DEI committees at the local level and working with key members of the Americas and Global Services staff to develop DEI-related tools for members.

The Director will be experienced at working within a matrix organization and have leadership skills that are able to influence, and coordinate activities across the organization. The position plays a key role in

assisting the SVP with the development and execution of our DEI support strategy for member networks and the creation of our national DEI webinar series and Fall Meeting and Spring Meeting networking programs for BIPOC members and nonmembers.

SPECIFIC RESPONSIBILITIES:

Member Network Support

- Harvesting of work from district councils through collaboration with district council (DC) staff leadership:
 - Coordination of program of work, sharing of DEI best practices, and consolidation of program impacts for further communication, curate content for DEI Exchange agenda and meetings. Serve as a resource in partnership with the SVP for the DC network on DEI matters. Attend DEI Exchange meetings and provide counsel to staff and members.
 - Coordinate efforts to distribute DEI-related “10 tips” reports and toolkits that district councils can leverage to accomplish DEI-related member engagement goals.
- Product councils seek to move the Institute’s DEI efforts forward in foundation areas including member engagement, leadership paths, and membership renewal. In collaboration with product council staff leadership and in partnership with the SVP, DEI provides support through:
 - Sharing of DEI practices, curating content for DEI Vice Chairs, reviewing proposals for the DEI “pilots” program, and supporting the execution of DEI programs selected for pilot.
- In collaboration with district council and product council staff, develop a report that outlines DEI-related activities within the networks.
- Monitor DEI Online Community. Recommend improvements and devise plans for increased engagement.
- Assist SVP, DEI in developing and organizing a BIPOC leadership initiative or affinity group.

National Webinar Series, Fall Meeting and Spring Meeting DEI Program

- Working in collaboration with the SVP, DEI, develop programming (virtual and/or in person) including national webinar series that amplifies racial/social equity in our program of work and convene conversation that can be leveraged at the local level, and promote networking among the BIPOC community.
- Develop virtual and/or in-person networking reception that provides engagement and connection at Fall Meeting and Spring Meeting for BIPOC members/nonmembers. Collaborate with the local district council host committees, other district councils, and partners to invite alumni participants of REDI, Pathways to Inclusion, REAP, and other DEI cohorts.
- Work in collaboration with ULI headquarters event logistics team to execute virtual and/or in-person logistics component of program.

DEI Communications

- In collaboration with the SVP, assist in curating DEI content for staff newsletter, including DEI section and articles for special months of recognition and themes.

- Work in collaboration with SVP, DEI, and Director of Communications to execute DEI member communications and newsletter.
- With ULI Branding Team and SVP, work to ensure that the DEI Americas webpage is updated and appropriately reflects current activity, DEI branding, and messaging.

QUALIFICATIONS:

- Eight-plus years of leadership experience.
- Project management skills, or certification.
- Experience in a membership and/or marketing role preferred.
- Certification or accreditation in a DEI-related area of expertise, or a stated commitment to further education in the field.
- Understanding of the ULI organization, program of work, and delivery network.
- Demonstration of knowledge of, passion for, and interest in diversity, equity, and inclusion, and the requirement for change at ULI and the broader real estate industry.
- Understanding of the nonprofit landscape, other membership organizations, potential partnerships, and strategic marketing of ULI benefits.
- Excellent writing skills consistent with editing, content development, and content assessment.
- Strong business writing, speaking, and communication skills.
- netFORUM experience preferred.
- Proficiency in Microsoft Office.
- Experience interacting with executive-level members.
- Supplier and relationship management skills.
- Experience executing events in a virtual or in-person format.
- Experience in change management.
- Sophisticated influencing and collaboration skills.
- Ability to work with multiple priorities and deliver to deadlines.
- Travel as required and with available budget, across the Americas region, anticipated to be less than 20 percent.

EDUCATION:

- BA/BS in a relevant discipline or equivalent work/life experience.

APPLICATION INSTRUCTIONS:

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

ULI is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43dd-5757-401e-9ef5-65813f73b552&ccId=19000101_000001&jobId=404923&source=CC2&lang=en_US

EOE/m/f/d/v. Limited relocation assistance will be considered for this position.