



**Urban Land Institute
POSITION DESCRIPTION**

POSITION TITLE:	Senior Associate, District Council Relations
DEPARTMENT:	District Councils
REGION:	Americas
LOCATION:	Washington, DC
REPORTS TO:	Senior Director, District Council Relations
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Full-Time
DATE OF REVISION:	April 2021

POSITION SUMMARY:

The Senior Associate will play a critical information-sharing role in the department's objectives to ensure that ULI's district councils (DCs) operate efficiently and effectively. In conjunction with the department's team and reporting to the Senior Director, District Councils, the Senior Associate will be responsible for facilitating information sharing about events, programs, and initiatives that support the work of the field staff and volunteer-member leaders who run each DC. He or she will build and support peer-to-peer networks and manage the appropriate mix of information-sharing programs, communication channels, and vehicles that foster the exchange of useful information and alignment of ULI activities across the network.

The position requires a combination of skills that support a customer service role, including communications, customer relations, account management, and project management. The department views field staff and member leaders as its customers who seek effective ways to organize programs and activities that deliver member value. To that end, the Senior Associate works to explain and promote the use of activities that drive results. Developing strategic relationships with both staff in headquarters and employees in the field will be critical to the success of the Senior Associate.

The successful incumbent will support the department's objectives by maintaining connections across peer-to-peer networks, delivering timely communications, and increasing DC use and sharing of effective programming.

SPECIFIC RESPONSIBILITIES:

- Establish strategic relationships with staff in the headquarters office and in the field so that the department team remains responsive to the interests and needs of its customers in the DC network.

- Organize specialized networks, such as the Young Leaders and NEXT member cohorts, and periodic meetings that drive staff and member engagement through conference calls, webinars, city exchanges, and the sharing of best practices.
- Support knowledge-sharing and partnerships between ULI centers and district councils.
- Develop print and digital resources to facilitate the sharing of best practices including product portfolios, program flyers, and network newsletters.
- Manage meeting logistics, agendas, and notetaking of committee and annual meetings.
- Coordinate the writing and editing of case studies of successful district council programs and organizational best practices.
- Serve as an information hub that supports district council staff and members.
- Support day-to-day operations of upper management as needed.
- Perform other organizational duties as assigned for the District Council Group.
- Maintain ongoing relationships with district councils, ULI members and leaders, district council chairs, public officials, consultants, and contractors.
- Maintain close working relationships across the organization. The Senior Associate will report to and work closely with the Senior Director, District Councils.

QUALIFICATIONS:

- 2-3 years of working experience working with nonprofit entities and/or membership organizations.
- Strong organizational, planning, and project management skills.
- Ability to solve problems and present useful solutions and recommendations.
- Strong computer skills, including designing newsletters, PowerPoint presentations, and documents.
- Ability to manipulate and analyze metrics data in Microsoft Excel.
- Strong written and oral communication skills.
- Ability to exhibit creativity, work well in a team environment, and express ideas verbally.

EDUCATION:

- BA or equivalent 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=76dd43d-d-5757-401e-9ef5-65813f73b552&ccld=19000101_000001&jobId=404784&source=CC2&lang=en_US

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