



Urban Land Institute
POSITION DESCRIPTION

POSITION TITLE:	Vice President, Editor in Chief, <i>Urban Land</i>
DEPARTMENT:	Communications, Member Insights and Engagement
LOCATION:	Washington, D.C., preferred (remote working to be considered)
REPORTS TO:	SVP, Communications, Member Insights and Engagement
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Full-time
DATE OF REVISION:	April 2021

POSITION SUMMARY:

The Vice President and Editor in Chief of *Urban Land* will be responsible for all aspects of the publication's print and online editions.

Urban Land is the magazine of the Urban Land Institute (ULI) and has 80 years of history providing ULI's members with timely and useful information on all aspects of the built environment. The news and features published represent the interdisciplinary and global nature of ULI's membership and the Institute's program of work, and they provide readers with a 360-degree view of the world of real estate. The magazine has four print issues per year, along with an online version that publishes articles nearly every business day. *Urban Land* is a key benefit of ULI's 45,000-strong membership and is highly prized by its readers as a valuable source of information.

SPECIFIC RESPONSIBILITIES:

- Planning and executing four printed issues of the magazine, with the potential for special issues, and a daily updated website on an ongoing basis.
- Assuming overall editorial responsibility for *Urban Land*, including the setting and maintaining of editorial standards, procedures, and deadlines across print and online editions.
- Commissioning and managing freelance contributors around the world to produce relevant and engaging articles.
- Evaluating story proposals, guiding authors, and editing manuscripts generated by ULI members who reflect a range of professions.
- Conducting first edits of all articles, and writing or approving all headlines, captions, and other editorial content. Works with the art director to produce each issue's cover, and

manages permissions for all artwork. Coordinates copy flow with a team of in-house editors. Proofs and approves all uploads to print.

- Ensuring that ULI's mission and program of work are reflected in and communicated throughout *Urban Land*.
- Planning and managing the *Urban Land* budget. *Urban Land* is financially successful, generating approximately \$1.4 million of revenue per year, which covers the cost of delivering this key member benefit and provides a surplus toward ULI's mission-led activities.
- Working with advertising sales staff to ensure the ongoing financial success of the publication.
- Leading regular strategic reviews of *Urban Land* to ensure that it meets the Institute's objectives and caters to the needs of its members. This will include assessing existing products and services, while exploring the potential of new initiatives.
- Remaining up to date with the latest trends in print and online publishing to ensure that *Urban Land* products optimize new techniques and technology to provide a compelling reader experience.
- Keeping abreast of trends and issues affecting real estate and the built environment to ensure that *Urban Land's* editorial content presents cutting-edge thought leadership on the broad range of issues that matter to ULI members.
- Acting as the public face of *Urban Land*, promoting the title at key events, and being a key point of contact for ULI members and staff.

SUPERVISORY RESPONSIBILITIES:

- Line management responsibility for two full-time members of staff including the online editor and advertising sales manager.
- Collaborative leadership of communications, content, copy editing, design, and production staff across different departments to deliver a best-in-class product.

EXPERIENCE AND QUALIFICATIONS:

- A bachelor's degree in journalism or related field is required.
- Over 10 years of experience in magazine leadership and management is required.
- Knowledge about, experience with, or proven interest in the built environment and real estate is preferable.
- Experience with publications addressing a global readership is an advantage.
- Demonstration of ability to work across regions and departments with a collaborative leadership style.
- Strategic thinker with excellent planning capabilities.
- Excellent communicator, in spoken and written word, who effectively conveys ideas.
- Strong people-management skills with an ability to coach, lead, and develop talent in a collaborative, high-performance work environment.
- Skilled at proactively and effectively identifying and meeting needs of members and internal stakeholders.
- Proficiency with managing financial resources in keeping with budget objectives.

TRAVEL REQUIREMENTS:

Availability to travel to conferences (minimum two per year) and additional events hosted by ULI.

APPLICATION INSTRUCTIONS:

To apply, please submit your letter of interest and résumé to EHR, Erica Raphael:
eraphael@expandhr.com.

ULI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence, or any other status protected by applicable law.

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