



Urban Land Institute
POSITION DESCRIPTION

POSITION TITLE:	Senior Associate, ULI Baltimore
DEPARTMENT:	District Councils
REGION:	Americas
LOCATION:	Baltimore, MD
REPORTS TO:	Executive Director, ULI Baltimore
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Full-Time
DATE OF REVISION:	November 2021

POSITION SUMMARY:

The Senior Associate is a professional position within the district council. As an integral part of the district council team, the Senior Associate serves as a professional liaison among the district council and ULI headquarters. The Senior Associate is one of the faces of the district council—members call him or her first for assistance and information, so it is imperative that the Senior Associate be courteous and friendly. The position necessitates that the Senior Associate be able to travel occasionally to district council events throughout the area and attend meetings, events, or programs in the early mornings or evenings.

The Senior Associate serves as an informed resource for district council committees, interfacing with these committees to ensure that all work is consistent with the Institute's policies and procedures and that ULI Baltimore's goals and objectives are met. The Senior Associate works closely with the Executive Director to maintain administrative, financial, and office operations of the district council, including membership, sponsorship, programs, communications, and community outreach. The ideal candidate will be working either remotely or in the office, depending on what the district council decides is needed. This could change depending on the team requirements and events.

SPECIFIC RESPONSIBILITIES:

Grant Responsibilities:

- Gather documentation and fulfill the necessary requirements of various research task
- Logistics and planning for Committee and External Meetings
- Report Writing/Editing candidate responsible for organizing and summarizing data, findings, and processes

- Administer NetForum (member and event data program) input from the district council, including, but not limited to: committee assignments, create invoices, update member information, input from the district council, including, but not limited to: committee assignments, complimentary event passes for registration of members of the press, speakers, sponsors, and
- Support district council in-person and virtual event tasks including room setup, printing and processing name badges, mailing or emailing thank-you letters, final registration of attendees, post-event "tally sheets," and processing event-specific invoices.
- Assist in developing and maintaining vendor relationships, sourcing appropriate suppliers for catering, audiovisual equipment, or speak honorariums in support of district council events
- Update the district council website, using ULI's content management systems, including but not limited to: marketing for upcoming events, news related to district council initiatives, members in the news, and other pertinent activities.
- Track expenses for individual projects or programs to improve budgetary performance.
- Perform other administrative, marketing, and communications duties and projects as required to contribute to a team effort

QUALIFICATIONS:

- Demonstrated proficiency/skills in Microsoft Office (Word, Excel, Outlook, and PowerPoint) required
- Ability to initiate and prioritize tasks and handle multiple tasks concurrently and completely with responsible follow-through and minimal supervision
- Ability to provide courteous customer service and professional relationships with coworkers in a fast-paced environment
- Self-motivated, demonstrating meticulous attention to both details and deadlines.
- Proven project and office management skills, including creative problem solving.
- Aptitude for financial management and budgeting
- Meeting and event coordination skills preferred
- Interest in real estate, land use, community building/community outreach is a bonus.
- Ability to attend early morning and evening events is required.
- Ability to travel to events throughout our territory required
- Experience with member and event data programs, NetForum preferred
- Use of personal vehicle may be required for local travel.
- Ability to work from home or in the office within confirmed staff schedule (remote working during pandemic with plans to return to the in-person office).
- Excellent written communication skills
- Great organizational skills
- Grant research experience, fact-checking and validation skills to ensure validity of data sources and verify accuracy
- Analytical and critical thinking skills to find value and understand what's in the data
- Professional oral and written communication and interpersonal skills to work with senior business and public-sector executives

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- Up to three trips a year for Spring and Fall Meeting, in addition to the DC Staff Summit.

EDUCATION:

- 1-3 years relevant work experience, non-profit experience – if applicable

APPLICATION INSTRUCTIONS:

ULI has a robust benefits package which includes health, dental, and life insurance, vacation and a retirement plan. Compensation is commensurate with experience. Expand HR Consulting (EHR) has been retained to conduct the search. To apply, please submit your letter of interest and resume to EHR, Erica Raphael, Sr. Consultant, 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.