



Urban Land Institute POSITION DESCRIPTION

POSITION TITLE:	Director, ULI St. Louis
DEPARTMENT:	District Councils
REGION:	Americas
LOCATION:	St Louis, Missouri
REPORTS TO:	Vice President, District Council Network
FLSA CLASSIFICATION:	Exempt
POSITION STATUS:	Full Time
DATE OF REVISION:	June 2023

ORGANIZATION SUMMARY:

The Urban Land Institute (ULI) is a 501(c)(3) nonprofit research and education organization supported by its members. Founded in 1936, the Institute has more than 45,000 members worldwide representing the entire land use and real estate development disciplines, working in private enterprise and public service. As the preeminent, multidisciplinary real estate forum, ULI facilitates the open exchange of ideas, information, and experience among local, regional, national, and international industry leaders and policymakers dedicated to creating better places. The mission of ULI is to shape the future of the built environment for transformative impact in communities worldwide.

The ULI St. Louis District Council brings together real estate professionals, civic leaders, and the St. Louis community for educational programs, initiatives impacting our community, and networking events to advance responsible and equitable land use throughout our region. Since the release of the Ferguson Commission Report in 2015, ULI St. Louis has refocused on stewarding a commitment to responsible land use, development, and racial equity. Anchored by ULI national's renewed mission to Shape the future of the built environment for transformative impact in communities worldwide, the St. Louis district council Inspires and encourages everyone to make St. Louis a better place for all. As the voice of the St. Louis development community, ULI welcomes humble thought leadership that advances creative and inclusive solutions to our region's most significant opportunities. We believe authentic and generous servant leadership will render St. Louis more resilient.

POSITION SUMMARY:

The Director coordinates and facilitates the District Council's goals and objectives. This entails working closely with the chair and committees to develop an annual plan and budget, develop strategic long-term goals and leadership, create a calendar of programs, and contribute to all programmatic areas, including membership, sponsorship, and community outreach and education. In addition, the Director is responsible for the administrative management of the District Council. The Director is responsible for managing all areas of support to the District Council, including the Management Committee, Advisory Board, and standing committees. The Director is also responsible for having the skills and equipment necessary to fulfill this position's requirements and is encouraged to attend ULI's major Meetings, Midsummer Meeting, and the annual Staff Summit.

The Director should demonstrate a deep passion for ULI and St. Louis, humility and patience, and be comfortable affecting change indirectly. Be community-minded; see St. Louis as an ecosystem, have an understanding/appreciation of urban and suburban issues; and private and public sector roles in development and partnerships. Additionally, the Director should possess an innate ability to cultivate and develop strong and unique volunteer leadership and be an exceptional listener with high interpersonal awareness, talent for

empowering others, and willingness to exist within tension and discomfort.

The Director is an informed resource to the District Council's Management Committee and standing committees. Working with these committees to ensure that performance meets ULI expectations and that the District Council achieves goals and objectives while meeting local needs. The Director serves as a professional liaison between the District Council, ULI headquarters, and the local community served by the District Council (230+/- members). The Director will work with an engaged volunteer local Management Committee and part-time contractors as needed. This position requires traveling to all District Council events and functions within St Louis metropolitan region.

KEY RESPONSIBILITIES:

- Lead and manage the St. Louis District Council in five core functional areas:
 - Membership development & member engagement
 - Business administration & communications
 - Program development & management
 - Event planning & management
 - Finance & Fundraising
- Oversee all District Council program areas in conjunction with local volunteer Co-Chairs/Committees. These currently include, but are not limited to:
 - Event series for education and networking, currently including an annual Real Estate Trends event, quarterly topic-specific events, affinity group events
 - Member affinity groups, currently including a Young Leaders Group for members under 35 and a Women's Leadership Initiative for women members
 - Programs designed for a more direct community impact, currently including:
 - a Technical Assistance Program generally offered to local governments, neighborhood groups, and private clients
 - a training program called UrbanPlan is offered in high schools, community-facing workshops, and university classes
 - a Real Estate Diversity Initiative class for women and people of color to accelerate their careers in real estate development
 - Economic Development Certificate course, in partnership with UMSL
 - support of the St. Louis Home Repair Network, a collective of organizations building a more accessible home repair delivery system
- Oversee all district council committees; and engage and develop member leaders to seek new and create opportunities for active member involvement in the ULI St. Louis program of work. Current committees include, but are not limited to:
 - Executive (Chair, Chair of Mission Advancement, Treasurer, Governance Chair)
 - Membership & Sponsorship
 - Programs
 - Women's Leadership Initiative
 - Young Leaders Group
 - Technical Assistance Panel
 - UrbanPlan
 - Real Estate Diversity Initiative
- Manage the business of the ULI St. Louis District Council, providing for its fiscal health and sustainability.
 - Develop and manage the annual budget, working within ULI guidelines.
 - With the management committee, raise revenue to support the ULI District Council operations.
- Recruit and support member leaders to steward the initiatives of the District Council. Ensure succession planning per ULI timelines and guidelines.
- Maintain and foster the ULI brand and culture in the St. Louis region
- Provide expertise and leadership on issues affecting land use policies through education forums, community initiatives, member convenings, conferences, meetings, programs, publications, and other resources.
- Form critical partnerships with local and regional organizations such as non-profit associations, academic institutions, municipalities, and appropriate local and regional public sector agencies.
- Positively represent ULI within the St. Louis land use and development community
- Positively represent ULI St. Louis in ULI national meetings, including both staff and members; and increase the St. Louis District Council profile at the national level
- Set and achieve goals for the District Council consistent with the ULI mission, mission

commitments, and mission priorities

QUALIFICATIONS:

- Bachelor's degree or equivalent experience.
- Minimum 5-7 years of related experience; relationships in the St. Louis real estate and land use community
- Computer skills in Microsoft Office (Word, Excel, and Outlook) and PowerPoint.
- Strong project management skills
- Professional demeanor/courtesy/communication skills
- Business acumen to understand and manage District Council membership, engagement, and finances metrics. Ability and flexibility to develop and implement new strategies as needed for success.
- Flexibility/ability to react quickly to time-sensitive needs and in fulfilling a range of needs
- Experience with developing cross-sector collaboration.
- Ability and willingness to work independently, as well as in collaboration with local ULI volunteers, part-time ULI contractors, ULI headquarters staff, and partner organizations
- Demonstrated commitment to diversity, equity, and inclusion
- Willingness to learn and use a wide array of technology platforms ULI uses (for CRM, event management, websites, email systems, payment and budget systems, internal reporting, etc.)
- Availability to attend local meetings and events before or after regular business hours
- Ability to travel within Missouri and Southern Illinois for ULI St. Louis events and meetings (usually within St. Louis Metropolitan Statistical Area)
- Availability to travel to ULI major and headquarters meetings approximately 4-5 times per year (trips of 2-4 days)
- Work environment, communications & supplies - ability to:
 - Secure a workspace appropriate for video calls & meetings, with adequate WIFI speed and no interruptions or excessive noise
 - Maintain an appropriate ULI St. Louis mailing address (P.O. Box or other – currently Cortex @ 4240 Duncan)
 - Maintain a ULI St. Louis phone number (ULI does not supply a cellular telephone to employees)
 - Use a computer provided by ULI within their specifications that will be supported by ULI's IT staff as needed
 - Provide space/storage for certain ULI St. Louis properties ranging from stationery and reports to event supplies to UrbanPlan Lego kits & video monitors
- Experience running a volunteer organization preferred
- Experience with planning and managing events preferred
- Knowledge of Adobe Creative Suite or graphic design skills preferred
- Experience with digital marketing, such as website management and email marketing, preferred
- Advanced writing skills
- Knowledge of Commercial Real Estate
- Willingness to foster solid kindred relationships with the District Council leadership team
- Flexibility to evolve with the District Council

APPLICATION INSTRUCTIONS:

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

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43dd-5757-401e-9ef5-65813f73b552&cclid=19000101_000001&jobId=457366&source=CC2&lang=en_US

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.

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