



Coordinator Scope of Work

ULI National is a world leader in shaping the future of the built environment for transformative impact in communities worldwide. In Memphis we are committed to:

- **Connect** active, passionate, diverse members through the foremost global network of interdisciplinary professionals.
- **Inspire** best practices for equitable and sustainable land use through content, education, convening, mentoring and knowledge sharing.
- **Lead** in solving community and real estate challenges through applied collective global experience and philanthropic engagement.

What is a District Council?

A district council is the collective group of volunteers and leaders coming together to fulfill the ULI mission. We do this by hosting local programs and representing ULI's ideals in the community. Our district council focuses on the following content pillars: 1) Research reports from the National ULI office and their local implementation; 2) Housing that balances density, urban design and affordability that is scalable to the Memphis market; 3) Equitable development that promotes an affordable city for all.

Memphis District Council Vision

Our vision is to raise the local real estate IQ through sharing innovation and best practices in the real estate industry and engaging members in conversations geared at transformative change.

Coordinator Responsibilities

Goals: Work with local volunteer leadership to produce 20-24 programs a year (10-12 tours and 10-12 speaker events), maintain local membership of 200-250 people, serve as liaison with the national organization, and support strategic partnerships with local organizations.

Skill Sets Desired:

Is detail focused and checklist driven. Takes initiative to start projects in response to organizational need. Possesses ability to manage volunteer leadership. Has proficient knowledge of Word, Excel, PowerPoint, and Outlook. Training will be offered through the national ULI organization to use their systems for website, newsletters, financials, and membership management.

Overall Management:

- Produce membership events that keep local ULI members informed about national trends and best practices.
- Support Volunteer Committees and their leadership. (Inspiration Committee, Connect Committee, and YLG Committee).
- Produce monthly newsletter and e-blasts for events as needed. Create editorial calendar so Newsletters are planned and executed to deliver greater value.
- Manage social media accounts to produce engaging content that showcases ULI events, compelling projects, Memphis development, member success stories, etc.

- Support local Management Committee (aka Board) to provide guidance to set priorities and raise annual budget through sponsorship and registration fees. Coordinator will help organize meetings and providing regular updates on programs and membership.
- Serve as liaison to national ULI organization. Attend staff meetings as needed (typically in DC in January and at ULI Fall meeting held in various locations – FY22 is in Chicago, FY23 is in Dallas, etc).
- Respond to ULI Memphis office phone calls & emails from members, etc.
- Keep the ULI Memphis website up to date.

Programs:

- Support the Inspiration Committee to produce speaker events (10-12), tours (10-12) and other ad hoc events.
- Attend committee meetings; provide necessary materials & support.
- Follow checklists and prompt Volunteer Leadership to meet deadlines.
- Keep all events up to date on the website using ULI National's system.
- Send e-blasts and promote events on social media as needed.
- Attend events and help manage all aspects. Produce nametags and check-in needs for events. Identify venues, secure locations, catering, etc.

Membership:

- Support the Connect Committee. Attend meetings, provide necessary materials & support.
- Get to know membership at events and otherwise.
- Produce recruitment letters for Connect committee to sign and send.
- Manage lists of current, lapsed, and expired members.

Finances & Sponsorship:

- Produce and submit all vouchers to national organization.
- Manage and track all deposits.
- Track all sponsorships and ensure timely thank you letters and paperwork are completed.
- Make sure all sponsor benefits are delivered.
- Submit annual budget, business plan, and recertification documents to national office each year.

Logistics

- Estimated at 20-25 hours a week.
- Work from home – must provide your own cell phone, computer, printer, and scanner.
- Pay is contract and a 1090 will be issued. No health benefits are offered.
- Contractor will be expected to carry insurance policy as required by ULI National.

Application Process:

Cover Letters, Resumes, and References will be accepted through July 10, 2021, and should be sent to memphis@uli.org. No questions, please.