



**Urban Land Institute**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Senior Associate, ULI New York
<b>DEPARTMENT:</b>	District Councils
<b>REGION:</b>	Americas
<b>LOCATION:</b>	New York, New York
<b>REPORTS TO:</b>	Executive Director, ULI New York
<b>FLSA CLASSIFICATION:</b>	Exempt
<b>POSITION STATUS:</b>	Full-time
<b>DATE OF REVISION:</b>	June 2021

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The Urban Land Institute (ULI) is a global research and education nonprofit organization whose mission is to shape the future of the built environment for transformative impact in communities worldwide. ULI Americas implements its mission through 42 local district councils across the United States. [ULI New York](#) is the largest district council, with over 2,500 members in the New York City metro area.

ULI New York is searching for a Senior Associate to join our small and collaborative team that serves local members in the real estate and land use profession and fosters relationships, learning, and leadership that meaningfully affect their careers, their communities, and the industry. We are looking for someone who is interested in staying with the team over the long term to grow ULI membership and impact.

**POSITION SUMMARY:**

The Senior Associate will work closely with the Executive Director, ULI New York staff, and committee members to execute all logistics associated with the planning and management of ULI New York's events and programs to ensure that we are consistently delivering high-quality, high-value experiences for our members, sponsors, partners, and prospects. We are currently operating virtually but expect to begin introducing outdoor in-person events this summer, with the expectation of hosting a limited number of indoor in-person events beginning in September. While we operate virtually, the Senior Associate would take the lead on managing the logistics associated with our Zoom meetings and webinars (e.g., creating links, sending calendar invites, managing breakout rooms, and so on).

The Senior Associate will support the Executive Director and external contractors in the management and execution of ULI New York's annual Awards for Excellence in Development competition and gala. The Awards gala is our largest annual event and an important showcase in our market for the ULI brand and the firms and real estate and land use professionals whose work reflects the Institute's mission and values. In addition, the Senior Associate will support the

Executive Director in the execution of the annual sponsorship campaign, which is tied closely to our Awards gala.

The Senior Associate will support the UrbanPlan Program Director in the execution of UrbanPlan for Public Officials (UP4PO) workshops, which are an important component of our Public Sector Engagement Strategy that seeks to increase the public sector's awareness of the ULI brand and the value proposition of membership and engagement.

The ULI New York staff currently works from home, but candidates should anticipate a return to an office environment in Manhattan in early 2022 for at least some portion of the work week once it is safe to return to the office in person.

## **SPECIFIC RESPONSIBILITIES**

### **Event Planning and Management:**

Each year, ULI New York's member-driven committees produce over 50 programs and events that are supported by the ULI New York staff. The Senior Associate is primarily responsible for planning and managing the events and programs in various locations in and around New York City. Responsibilities will include:

- Sourcing venues (for hire or donated by ULI New York sponsors) and negotiating vendor contracts for audiovisual (A/V) and catering.
- Coordinating and managing all day-of event logistics (e.g., venue setup, printing name badges and event collaterals, registration, and so on).
- Ensuring timely payment of all bills, vendor invoices, and reimbursements.
- Attending meetings and events and ensuring high-quality execution.

### **Annual Awards for Excellence in Development:**

The Senior Associate will support the Executive Director and the Awards Co-Chairs, Committee, and Jury in the management and execution of the annual Awards competition and gala dinner. Responsibilities will include:

- Coordinating the competition timeline and process and vetting all applications submitted.
- Coordinating and supporting the work of the Committee and Jury members in the review and evaluation of projects submitted for consideration.
- Preparing associated materials and presentations.
- Collaborating with the Executive Director, ULI New York staff, and external contractors in the production of Awards videos and the management and execution of various aspects of the annual Awards gala dinner.

### **Annual Sponsorship Campaign:**

The Senior Associate will work closely with the Executive Director, leadership, and the Awards Committee to execute the annual sponsorship campaign, which provides crucial funds for the day-to-day operations of the district council. Responsibilities will include:

- Working with the Executive Director and leadership to think strategically about sponsorship offerings and pricing.
- Coordinating the development and production of the annual sponsorship brochure.
- Managing and tracking sponsor benefit usage/fulfillment (e.g., complimentary memberships and program registrations).
- Producing tracking reports for the Executive Director and Awards Committee as needed.
- Coordinating logistics for the annual Sponsor Appreciation Reception.
- Mailing out sponsorship materials to current and prospective sponsors.

- Invoicing and tracking payment of pledged sponsorship commitments.

#### **UrbanPlan for Public Officials Workshops:**

The Senior Associate will work with the UP Program Director to organize and execute two (or more) successful workshops per fiscal year. Responsibilities will include:

- Coordinating marketing the workshops to public officials (elected and appointed) in New York.
- Communicating directly with elected and appointed public officials who are invited to participate in the workshops.
- Coordinating with ULI National UrbanPlan to secure the necessary trained workshop instructor(s).
- Sourcing host venues, catering, A/V; working with the ULI New York UrbanPlan Steering Committee to recruit trained volunteers for the workshop.
- Managing day-of logistics.

#### **Operations Support:**

The Senior Associate will work closely with the Executive Director and ULI New York staff to ensure smooth operations of the district council. Responsibilities will include:

- Supporting the team in assignments carried out between meetings.
- Managing the office and ordering office supplies.
- Managing weekly staff meetings, the master calendar, and ULI databases and reporting needs.
- Assisting with the scheduling of meetings for the Executive Director and for specific programs, subcommittees, roundtables, and other critical meetings (e.g., Advisory Board, Management Committee) and events.
- Using the ULI database and reporting software to produce reports for the Executive Director and other staff as needed.
- Assisting the Executive Director in annual budget development and reforecasting.

Once we return to in-person activities, the Senior Associate will be expected to attend morning and evening events and programs multiple times per month and attend meetings related to program and event planning, the Awards for Excellence, UP4PO workshops, and the annual sponsorship campaign development as necessary.

#### **QUALIFICATIONS:**

The ideal candidate would have:

- BA/BS degree or 2-4 years of related experience planning and managing concurrent events is required.
- Experience tracking and processing multiple invoices and accounts receivable and payable concurrently is preferred.
- Experience working with and managing volunteers is desired.
- An interest in real estate, land use, or urban planning is desired.
- Experience in a client-facing role.
- Ability to communicate effectively with industry and public-sector leaders, partner organizations, and external contractors.
- Ability to prioritize and handle multiple responsibilities concurrently with responsible follow-through.
- Collaborative, positive, and team-oriented.

- Proactive problem solver.
- Self-motivated, highly organized, meticulous attention to both details and deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Proficiency in CRM, NetFORUM preferred.
- Familiarity with Paramount WorkPlace or other similar procurement/invoicing software/systems.
- Excellent written and verbal communication and interpersonal skills.
- Strong organizational and project/program management skills.

**APPLICATION INSTRUCTIONS:**

To apply, please follow the link below. Please submit a résumé and a 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=76dd43dd-5757-401e-9ef5-65813f73b552&cclid=19000101\\_000001&jobId=407524&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43dd-5757-401e-9ef5-65813f73b552&cclid=19000101_000001&jobId=407524&source=CC2&lang=en_US)

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