

**Manager, Product Councils and Community Outreach**

**ULI New York**

**About ULI**

ULI – the Urban Land Institute is a 501(c) (3) nonprofit research and education organization supported by its members. Founded in 1936, the Institute has more than 38,000 members worldwide representing the entire spectrum of 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, national and international industry leaders and policy makers dedicated to creating better places. The mission of ULI is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide. ULI’s organizational structure includes District Councils that cover specific regional areas. For additional details on ULI and a full job description, please visit [www.uli.org.](http://www.uli.org/)

ULI New York is a District Council of ULI. As one of ULI’s largest District Councils, it has over 2,500 members throughout the State of New York. For additional information, please visit [http://newyork.uli.org.](http://newyork.uli.org/)

**The Opportunity**

Reporting to the Executive Director, the Manager serves as the professional liaison between the New York District Council, ULI headquarters, and New York real estate, planning and development professionals. The Manager’s overall responsibility is to serve as an informed resource for the District Council’s four Local Product Councils and a variety of operational committees, interfacing with them to ensure that all work is consistent with ULI’s policies and procedures and that ULI New York’s mission, goals, and objectives are met. In addition, the Manager is responsible for a combination of external relationship building, including the management of Technical Assistance Panels and public sector engagement.

**Specific Responsibilities: Local Product Councils**

 Manage four Local Product Councils (Housing, Infrastructure, Sustainability, and Mixed-Use

Development), which are topically focused, multidisciplinary groups of mid- and senior-level professionals involved in a specific facet of real estate who commit to meet on a regular basis, develop trusted connections, and share best practices.

 Work with the volunteer member co-chairs of the four Local Product Councils to develop programming, schedule and execute meetings, and recruit new council members.

 Develop a formalized application process for Local Product Council membership.

 Support grant writing and serve as project manager for Local Product Council-driven research initiatives as necessary.

**Technical Assistance Panels**

* Manage ULI New York’s Technical Assistance Panel (“TAP”) program, in which ULI member experts provide objective solutions to land use challenges.
* Support the TAP steering committee’s efforts in sourcing opportunities, marketing the program to government agencies throughout the state of New York, and recruiting experts from ULI’s membership to serve on panels.
* Serve as the primary point of contact with a TAP sponsor. Assist with the negotiation of the scope of work, develop a pre-panel timeline, and assemble all briefing materials.
* Coordinate all logistics and support for TAP panelists on the day-of the charrette. Oversee the timeline of report production with contracted report writer.

**Public Sector Outreach Initiatives**

 Manage the Tri-State Land Use Council, a regional partnership with ULI Northern New Jersey and ULI Westchester/Fairfield that provides elected and public officials with a nonpartisan platform for addressing issues related to land use policy, urban and suburban growth, economic development, housing,

transportation, and market trends.

 Collaborate with the Council Steering Committee and Director of ULI Northern New Jersey and ULI Westchester/Fairfield to recruit participants for the Tri-State Land Use Council, coordinate meetings, and develop agendas.

 Serve as coordinator for Development 101, an initiative of ULI New York’s Advisory Board that seeks to educate the public sector on the factors that influence decision-making on development deals in the private sector.

**Committee Management**

 Manage District Council Program Steering Committee. Attend monthly meetings, coordinate with co- chairs to produce agendas and related materials, and assist in the development of content for 8-10 annual

programs per year.

 Manage District Council’s Women’s Leadership Initiative. Assist the Steering Committee in the development of programs, networking events, and outreach initiatives. Attend monthly meetings and support co-chairs in the coordination of meeting logistics and recording meeting minutes.

 Assist the Executive Director in supporting the activities and initiatives of the District Council’s Advisory

Board.

**District Council Operations Support**

* Provide support for the district council’s operations including, but not limited to: databases, records, calendars, supplies and equipment, files, and other district council resources and equipment and maintenance as needed.
* Work closely with the Executive Director to evaluate and communicate the impact of district council initiatives.
* Support the district council’s communications strategy in collaboration with the district council’s public relations consultant.
* Support the Executive Director in the preparation of budgets and recertification plans.
* Develop grant applications to support the district council’s initiatives.
* Assist the Executive Director, the Associate, and third-party contractors with programs and event planning and logistics.

**Requirements:**

 Masters degree with coursework in urban planning, public administration, urban policy, real estate development, economics, or comparable fields preferred.

 5 years of related work experience, preferably working at a non-profit or other organization in a member service capacity. Working knowledge of urban planning, land use, or real estate development in New York required.

 Excellent written and oral communication and interpersonal skills to work with senior business and public sector executives. Ability to provide courteous customer service and professional relationships with co-

workers in a fast-paced environment.

 Demonstrated ability in writing and editing for a variety of platforms such as research reports, newsletters, and online publications.

 Proven project management skills, including the ability to creatively solve problems.

 Self-motivated, highly organized, demonstrating meticulous attention to both details and deadlines.

 Demonstrated proficiency/skills in Microsoft Office (Word, Excel, Outlook, and Power Point) and Adobe products required.

 Ability to prioritize tasks, to handle multiple tasks concurrently and completely, and complete tasks on time, with responsible follow through.

 Ability to attend early morning and evening events required.

Please submit your resume and letter of introduction to [jobs@uli.org](mailto:jobs@uli.org) using the subject line “Manager, ULI New York”. EOE/m/f/d/v.