



Manager ULI Philadelphia

About ULI

ULI, the Urban Land Institute, is a 501(c) (3) nonprofit member-supported research and education organization powered by more than 40,000 global members representing the entire spectrum of land use and real estate development disciplines, both in private enterprise and public service. ULI is the preeminent multidisciplinary real estate forum, facilitating open exchange of ideas, knowledge and experience among local, national and international industry leaders and policy makers dedicated to creating better places.

By offering nonpartisan, unbiased expertise to community leaders, District Councils positively influence such issues as transportation, urban design and workforce housing. ULI Philadelphia is the regional organization comprised of over 1,000 members representing Greater Philadelphia, the Lehigh Valley, Central Pennsylvania, Southern New Jersey and Delaware and brings together interdisciplinary professionals across the industry around cutting edge issues and provides impact in communities by promulgating this work and mission. After a hosting a highly successful Global Spring Meeting in April 2016 which put the region in the national ULI spotlight, the ULI Philadelphia District Council is well positioned to build on this momentum and expand its mission work, membership base and continue to build on a strong foundation and a growing market.

For more information and a full list of employee benefits, please visit www.uli.org and <http://philadelphia.uli.org/>.

The Opportunity

ULI Philadelphia seeks an energetic and entrepreneurial Manager position to serve as an integral member of the team responsible for engaging local members, managing committees and programs, developing content and working with partners to advance the mission of ULI and deliver value to members. The Manager will work closely with three-person team and member leadership to implement the organization's strategic plan.

The Manager, as an employee of ULI, will be responsible for building strong relationships with members and partners; providing outreach and project management related to Technical Assistance Panels, committee, programming and initiatives; supporting strategic communications and providing support in the overall operations of the District Council.

The ideal candidate must be proactive, demonstrate an entrepreneurial spirit, strong organizational and project management skills, excellent verbal and written communication skills, excellent intrapersonal skills and strong knowledge of and local relationships in the planning, land use and real estate sector. Specific background in policy, city and regional planning, real estate finance, nonprofit or volunteer management or strategic communications, graphics and branding will be valued highly. This is a full time exempt position reporting to the Executive Director, ULI Philadelphia District Council.

Responsibilities:

Strategic Partnerships, Communications and Content

- Assist the Executive Director in expanding strategic communications, marketing and branding opportunities and sponsorship program.
- Integrate ULI content and member resources with policy initiatives and programming; identify opportunities to leverage content across the ULI network, centers and initiatives.
- Work with the Executive Director to support and expand relationships with partner organizations such as sponsors, government entities, content partners, universities, civic institutions, industry organizations and business improvement districts.

Technical Assistance Programs

- Manage ULI Philadelphia's Technical Assistance Program (TAP) Council and panels, in which ULI member experts provide objective solutions to real estate and land use challenges.
- Develop creative opportunities to market the TAP program , and recruiting experts from ULI's membership to serve on panels and in other advisory capacities.
- Serve as the primary point of contact with a TAP sponsor/client and manage operations; Leverage research and analysis to inform local technical assistance efforts. Oversee production of local reports, working with members and outside contractors.

General District Council Operations

- Develop and manage member relationships, supporting opportunities for members to engage more deeply with the District Council through programming and committees.
- Manage member committees or initiatives and support relevant programs and events. Assist the team with committee management, programs, events, logistics, tracking financials and sponsorship development.
- Develop grant applications to support the district council's initiatives and identify opportunities to leverage partnerships to achieve mission and deepen program work.

Professional Skills and Qualifications:

- Bachelor's degree.
- 5-8 years of progressively responsible and relevant experience, project management skills.
- Experience or degree in local real estate and land use, urban planning, public administration, communications, community relations and / or nonprofit administration desired.
- Experience recruiting, working with, motivating and managing volunteers desired.
- Experience in event planning and management, programming or sponsorship a plus.
- Active interest in and general knowledge of real estate, land use, development or planning and commitment to the ULI mission.
- Demonstrated excellence in oral and written communications.
- Strong time management and organizational skills, including ability to initiate tasks and assume responsibility for them, and to work with minimal oversight in a high-visibility position and to prioritize tasks, handle multiple projects concurrently and completely, with responsible follow-through and attention to detail.
- Highly developed interpersonal skills to work with senior executives in the private and public sectors in a sophisticated, respectful, and simultaneously collegial manner
- Fluency with Microsoft Office Suite required; knowledge of informational visualization tools, graphics or website management preferred.
- Use of personal vehicle may be needed for local travel.
- Early morning and occasional evening events and some out of state travel may be included.

To Apply

To apply, please send a letter of interest and resume to jobs@uli.org, subject line “Manager, ULI Philadelphia”. A list of ULI’s employee benefits can be found at <http://uli.org/about-uli/career-opportunities/benefits/>. EOE/m/f/d/v