



Manager, ULI Philadelphia
Philadelphia, PA

About the Organization

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. It is the oldest and largest network of cross disciplinary real estate and land experts in the world, with over 45,000 members.

About the District Councils and ULI Philadelphia

ULI Americas implements its mission through 53 local district councils across the United States. The District Councils actively contribute to the culture and collaboration within the ULI community. ULI's District Councils continuously work to provide leadership and networking opportunities, improve DEI initiatives, conduct educational forums, and build important relationships with our 45,000 plus members in the land use industry.

The Philadelphia District Council delivers the ULI mission in the local region and encompasses about 900 members throughout Philadelphia, Central Pennsylvania, Delaware, the Lehigh Valley and Southern New Jersey. ULI Philadelphia members guide the direction and body of work of the district council through a network of more than 20 committees and councils ranging from issue-specific product councils to affinity groups to operational committees.

The Manager's overall responsibility is to serve as an informed resource to support the district council's various content centers and member networks, interacting with them to ensure that all work is consistent with the Institute's policies and procedures and that ULI Philadelphia's mission, goals, and objectives are met. Reporting to the Executive Director, the Manager is responsible for engaging and leading local volunteer members, managing committees, executing events and initiatives, overseeing Advisory Services land use projects, leading marketing, communication, and membership efforts and working with partners to advance the mission of ULI.

Advisory Services Programs

- Manage ULI Philadelphia's technical assistance program (TAP) committee and panels in which ULI member experts provide objective solutions to real estate and land use challenges for nonprofit and public-sector entities.
- Serve as the primary point of contact with a TAP sponsor/client and manage the full scope of project operations; and leverage research and analysis to inform local technical assistance efforts. Oversee production of local reports, working with members and outside contractors.
- Develop creative opportunities to enhance and expand the TAP program and recruit experts from ULI's membership to serve on panels and in other advisory capacities.
- Work with the Executive Director in building out the Advisory Services work in the region, including coordination with national organization and additional partners to identify grant opportunities for related projects. Draft grant applications as needed.

Local Product & Regional Councils

- Manage four local product councils (Housing, Small-Scale and Impact Development, Community & Economic Development, and Health & Life Sciences), 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, share best practices, and develop events and

programming. Strategically grow local product council program to meet new member demand and interest areas.

- Manage four regional councils (Central PA, Lehigh Valley, Delaware, and Southern New Jersey), serving the unique submarket interests of those member groups.
- Work with the volunteer member co-chairs of the councils to develop programming, recruit new council members, identify future council leadership, and schedule and execute meetings.

Committee & Events Management

- Manage additional member committees as assigned and lead relevant programs related to committee portfolio. Committee logistics include scheduling meetings, working with member leaders to develop content, facilitating decision-making, and thought leadership.
- Develop and manage member relationships, supporting opportunities for members to engage more deeply with the district council through programming and committees.
- Oversee execution of the district council's timely and high-quality educational programs and events in assigned areas, designed specifically for ULI members to exchange ideas, information, and experience among local and national industry leaders dedicated to creating better places. Includes content, logistics, budget development, communications/marketing, sponsorship, speaker coordination, execution, and follow-up.

Marketing, Communications & Membership

- Oversee marketing and communications for the District Council, including schedule and execution of email communication, social media strategy and strategic partnerships around promotion and branding; may include managing third party contractors and related member committees.
- Ownership of Membership Committee and broad membership efforts; work with Executive Director to ensure content and committee strategies maximize membership growth and diversity.
- Manage the creation of collateral pieces where applicable.

District Council Operations

- Provide leadership and support for all aspects of the core areas, including growing and retaining membership, planning and executing high-quality programs and events, delivering communications, budget development, financial tracking, and sponsorship development.
- Work closely with the Executive Director to evaluate and communicate the impact of district council initiatives and expand strategic communications.
- Master and use ULI IT database and systems for event set-up, management, invoicing, financial review, and member management.
- Integrate ULI content and member resources with policy initiatives and programming; identify opportunities to leverage content across the ULI network, centers, and initiatives.
- Support the Executive Director in the execution of the Strategic Plan and initiatives.

Qualifications:

- Bachelor's degree or experience in lieu of required. Coursework in urban planning, public administration, urban policy, real estate development, economics, or comparable fields preferred. Master's degree preferred.
- 4-6 years of relevant work experience, preferably with a nonprofit or organization in a member service capacity. Working knowledge of urban planning, land use, or real estate development in the Philadelphia and regional market required and active interest in ULI's mission.
- Experience in real estate, land use, urban planning, public administration, communications,

community engagement, or nonprofit administration preferred.

- Experience recruiting, working with, motivating, and managing volunteers preferred.
- Experience in event planning and management or sponsorship a plus.
- Demonstrated polished and professional oral and written communication skills.
- Proven project management skills, including the ability to creatively solve problems.
- Strong time management and organizational skills.
- Highly developed interpersonal and stakeholder management skills to work with senior executives in the private and public sectors in a sophisticated, respectful, and simultaneously collegial manner.
- Demonstrated proficiency in Microsoft Office (Word, Excel, Outlook, and PowerPoint) and Adobe products; knowledge of and competency with a graphics, Illustrator, Photoshop, InDesign, or communications software a plus.
- Familiarity and proficiency with web-based tools, such as content management systems or internet-based tools for updating and publishing content to dynamic websites a plus.
- Use of personal vehicle may be needed for local travel.
- The position may necessitate occasional travel through the region (Philadelphia metro area, central Pennsylvania, Lehigh Valley, Delaware, southern New Jersey), and one to two national travel opportunities each year outside this region. Candidate should have the ability to work a flexible schedule since events range from early mornings to evenings.
- The ideal candidate demonstrates an entrepreneurial spirit.

Application Process

ULI has a robust benefits package which includes health, dental, and life insurance, vacation and a retirement plan. Compensation is commensurate with experience. Expand HR Consulting (EHR) has been retained to conduct the search. To apply, please submit your letter of interest and resume, following the application link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43dd-5757-401e-9ef5-65813f73b552&cclId=19000101_000001&jobId=444477&source=CC2&lang=en_US.

ULI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.