



**Associate, ULI Triangle District Council
(Raleigh, North Carolina)**

About ULI

The Urban Land Institute (ULI) is a 501(c)(3) nonprofit research and education organization supported by its members. Founded in 1936, the Institute has more than 34,000 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 the Urban Land Institute is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide.

The Institute executes its program through a number of vehicles: marquee industry meetings; research centers and initiatives; a network of local, national, and global councils; an advisory services program; periodic conferences and forums; and publication of a bimonthly magazine, an online magazine, and various reports and books.

ULI's governance structure consists of 125 trustees and a 15-member board of directors. The executive staff works with a five-member operating committee. Members participate in the global program and in ULI's district councils, which are active in 51 U.S. metropolitan areas, and national councils, which operate throughout Europe and in the Asia Pacific region. ULI's organizational structure also includes the ULI Foundation, which raises financial support for ULI's program of work. The total budget of the organization is \$60 million, and the staff totals approximately 170 in locations around the world. ULI has its headquarters in Washington, D.C.

About the District Councils

ULI district councils deliver the ULI mission at the local level by providing members with education, networking, and opportunities to give back in the community.

The Opportunity:

The Associate is a part-time professional position within the district council. As an integral part of the district council team, the Associate serves as a professional liaison between the district council, ULI headquarters, and ULI Triangle real estate, planning, and development professionals. The Associate is one of the faces of the district council—members call the Associate first for assistance and information, so it is imperative that he or she be courteous and friendly. The position necessitates that the Associate be able to travel occasionally to district council events throughout the area and attend meetings, events, or programs in the early mornings or evenings.

The Associate serves as an informed resource for district council committees, interfacing with them to ensure that all work is consistent with the Institute's policies and procedures and that ULI Triangle's goals and objectives are met. The Associate works closely with the executive director to maintain administrative, financial, and office operations of the district council, including membership, sponsorship, programs, communications, and community outreach.

The Triangle Associate is part-time exempt (20 to 30 hours per week) position located in Raleigh, North Carolina, and will report to the Executive Director, Triangle District Council.

Specific Responsibilities:

Administration & Operations

- Manage and maintain district council operations including, but not limited to: supplies and equipment, files, databases, records, calendars, inventories, and other district council resources and equipment and maintenance as needed.
- Manage distribution of correspondence to members and nonmembers.
- Work with the executive director in the preparation of budgets and recertification plans.
- Access member and nonmember records to create analyses for membership, sponsorship, attendance, and budget patterns for forecasting short- and long-term goals.
- Support standing committees and other working groups as needed, including recording, writing, and distributing committee meeting minutes.
- Track expenses to improve budgetary performance.
- Prepare expense reports for district council staff.
- Process and manage invoices, accounts payable, and receivables for all activities associated with the district council, including, but not limited to, sponsorships, programs, membership, community outreach, book orders, supplies, etc.
- Perform other administrative, marketing, and communications duties and projects as required to contribute to a team effort.

Event Planning

- Administer NetForum (member and event data program) input from the district council, including, but not limited to: committee assignments, setting up events, complimentary event passes for registration of members of the press, speakers, sponsors, and other dignitaries.
- Work with ULI staff and follow the ULI registration procedures, in regard to: event flyer development, event fact sheet development, collecting balance dues, sending in on-sites, etc.
- Produce and e-mail flyers promoting upcoming district council events.
- Download information to produce mailing labels, meeting rosters, badges, and invoices.
- Produce all event forms using the templates on the ULI website.
- Use the ULI-supplied signs/banners at all district council events.
- Be responsible for obtaining insurance rider, if necessary, directly through ULI.
- Send thank-you letters to speakers.
- Handle all the meeting logistics.
- Assist in developing and maintaining vendor relationships, sourcing appropriate suppliers for catering, audiovisual equipment, or IT in support of District Council events.

Marketing

- Update the district council website, using ULI's content management systems, including, but not limited to: marketing for upcoming events, news related to district council initiatives, members in the news, and other pertinent activities.
- Work with the executive director and communications committee to create, produce, and manage distribution of district council collateral materials.
- Assist in updating social media, including Twitter and LinkedIn.

INTERNAL RELATIONSHIPS:

Maintains daily relationship with district council staff and works directly with staff at ULI headquarters, and disseminates information to applicable parties and departments, including membership, meeting production, finance, and customer service teams.

EXTERNAL RELATIONSHIPS:

Daily direct work with ULI members, member firms, sponsors, prospects, vendors, collaborative partner organizations, and consultants.

PROFESSIONAL REQUIREMENTS:

- BA/BS required and related nonprofit experience preferred.
- 1-3 years' work experience preferred.
- Interest in real estate and land use desired.
- Demonstrated proficiency/skills in Microsoft Office (Word, Excel, Outlook, and PowerPoint); 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 website.
- Professional oral and written communication and interpersonal skills to work with senior business and public sector executives.
- Ability to initiate and prioritize tasks and handle multiple tasks concurrently and completely with responsible follow-through and minimal supervision.
- Ability to provide courteous customer service and professional relationships with coworkers in a fast-paced environment.
- Self-motivated, demonstrating meticulous attention to both details and deadlines.
- Proven project and office management skills, including creative problem-solving.
- Aptitude for financial management and budgeting with an outstanding attention to detail.
- Meeting and event coordination skills.
- Ability to attend early morning and evening events is required.
- Ability to travel to events throughout the region.
- Use of personal vehicle may be required for local travel.

To apply, please submit your letter of interest and résumé to jobs@uli.org. No phone calls, please. EOE/m/f/d/v