



## Urban Land Institute POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Senior Director, ULI Los Angeles District Council
<b>DEPARTMENT:</b>	District Councils
<b>REGION:</b>	Americas
<b>LOCATION:</b>	Los Angeles, California
<b>REPORTS TO:</b>	Executive Director, ULI Los Angeles District Council
<b>FLSA CLASSIFICATION:</b>	Exempt
<b>POSITION STATUS:</b>	Full-time
<b>DATE OF REVISION:</b>	April 2018

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### **POSITION SUMMARY:**

The Senior Director manages all aspects of coordinating programs and developing marketing and communications strategies for membership involvement and sponsorship support toward the advancement of goals and objectives of the district council; builds close working relationships with members, the District Chair, and public sector partners and community leaders; and demonstrates professional expertise in management of grant-funded work programs and initiatives. The Senior Director reports to the Executive Director.

### **SPECIFIC RESPONSIBILITIES:**

- Develops and implements a program of work for the district council pursuant to the adopted strategic plan that provides for clear outcomes and methods to measure success in achieving said outcomes or results.
- Advancement of Strategic Initiatives
  - Partners with the Executive Director and District Council Chair to develop, manage, and implement strategic initiatives that demonstrate thought leadership and advance the priorities of ULI Los Angeles as identified by the Advisory Board, Land Use Leadership Committee, Building Healthy Places Committee, Housing Council, Transit-Oriented Los Angeles Committee, and others.
  - Develops relationships and explores partnership opportunities with local nonprofits, public agencies, community leaders, local universities, and other related professional groups.
  - Supports the implementation of grant-funded programs in partnership with ULI members, community groups, public sector partners, and other stakeholders (for example: ULI Partners for Health program, ULI Healthy Corridors program).
  - Supports the implementation of plans for how to best utilize ULI members, relationships, and resources to advance ULI thought leadership, including:

- Organizing workshops involving local and national experts;
  - Coordinating original research;
  - Planning educational programs;
  - Hosting cross-disciplinary convenings;
  - Administering technical assistance;
  - Briefing elected officials and staff;
  - Implementing demonstration events;
  - Engaging in community outreach; and
  - Cultivating partnerships.
- Works with the Executive Director to provide periodic reports to the Advisory Board and Management Committee on the district council’s strategic plan, financial standing, membership, sponsorship efforts, and programs.
- Directs the planning and implementation of the district council’s program of work, including:
  - Programs and events throughout the region;
  - Young Leaders Group programs and events;
  - Local technical advisory services;
  - Local product councils (residential, commercial, and others);
  - Communications; and
  - District council annual report.
- Manages and implements the local technical advisory services program.
  - Supports the Technical Assistance Panel (TAP) Committee in implementation of the business plan.
  - Manages and executes marketing and outreach.
  - Proposes, manages, and tracks budget so program is a sustaining revenue-generating service.
  - Participates in the initial review of the rolling client applications and set calendar based on client submissions.
  - Identifies and manages writer and graphic designer for each TAP.
  - Staffs day of tour, deliberations, and creates PowerPoint presentation for client.
  - Serves as client liaison.
  - Works closely with TAPs Chair and panelists to produce final report.
  - Evaluates and follow-up with client and panelists.
- In partnership with the Executive Director, coordinates a sponsorship program that engages the sponsorship committee in securing financial support to sustain district council activities, and a plan that incorporates efforts to maintain and service district council sponsors to encourage renewals and long-term sponsorship.
- Assists with the coordination of other district council responsibilities related to staffing committees, and creating budgets and recertification plans for yearly review. Works directly with ULI members and vendors, the District Council Chair, members of the Executive Committee, and members of committees.
- Leads and manages multiple volunteer committees to develop and meet goals and objectives for programs/community outreach, membership involvement, and sponsorship support.
- Directs staff in all financial and administrative tasks—budgets and tracks expenses and revenues for the district council and by programs, events, solicitations, etc.

#### **EDUCATION & EXPERIENCE:**

- Ten to 15 years of experience in local real estate and land use, community relations, and/or nonprofit administration preferred.
- Experience in events planning helpful.
- BA degree required.
- Degree in urban planning, public administration, or real estate development a plus.

- May be required to manage a small staff.
- Proven ability to grow and retain membership and sponsorship base.
- Computer skills in Microsoft Office (Word, Excel, and Outlook) and PowerPoint. Knowledge of Photoshop or graphic design skills, a plus.
- Professional oral and written communication and interpersonal skills to work with senior business and public sector executives.
- Strong project management skills.
- Experience working with and managing volunteers.
- Ability to prioritize tasks, to handle multiple tasks concurrently and completely, with responsible follow-through.
- Strong organizational and time management skills.
- Use of personal vehicle is required for local travel.
- Some out-of-state travel may be required.

**APPLICATION INSTRUCTIONS:**

To apply, click the link below. Please submit a résumé and letter of interest.

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43dd-5757-401e-9ef5->

[65813f73b552&jobId=254165&lang=en\\_US&source=CC3&ccId=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=76dd43dd-5757-401e-9ef5-65813f73b552&jobId=254165&lang=en_US&source=CC3&ccId=19000101_000001)

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