



Position Profile
Executive Director
Urban Land Institute Northwest
Seattle, Washington

The Urban Land Institute Northwest seeks an entrepreneurial Executive Director to lead and shape the District Council's work around local and regional development issues and land use policies.

The Organization

The Urban Land Institute (ULI) is the preeminent multidisciplinary real estate organization, facilitating an open exchange of ideas, knowledge and experience among local, national and international industry leaders and policymakers dedicated to creating and sustaining thriving communities worldwide. ULI is structured as a 501(c) (3), nonprofit, member-driven research and education organization. With a membership of more than 40,000 global members, ULI engages with professionals representing the entire spectrum of land use and real estate development across the private and public sectors. ULI delivers member benefits at the local level via 52 District Councils, one of which is ULI Northwest.

ULI's strength comes from the collective intellectual capital and diverse on-the-ground experience of its membership. ULI delivers its mission by inspiring, informing, and mobilizing its membership to improve the practices and policies that drive effective land use and urban development in their communities. Members include real estate developers, builders, owners, investors, architects, public officials, planners, brokers, appraisers, attorneys, engineers, financiers, and academics. ULI provides various educational programs, publications, forums and meetings, applied research, and advisory services for these diverse constituents.

ULI Northwest includes operations in both Seattle and Portland and carries forth the ULI mission as the preeminent real estate forum in the Pacific Northwest, facilitating the open exchange of ideas, information and experiences among local, national and international industry leaders and policy makers. ULI Northwest's continued emphasis is to create a more resilient region through community engagement and diversification so that its mission will be pursued as broadly as possible. With over 1,400 members across the region, ULI Northwest represents one of ULI's largest District Councils. ULI Northwest has an annual budget of \$1 million and a small talented staff.

The work of ULI centers around five "pillars" or primary areas of programmatic focus: housing and communities, real estate investment and finance, sustainability, building successful cities and regions, and the practice of real estate development. ULI Northwest organizes 40 programs a year in Seattle and Portland to help members engage in meaningful discussion around hot topics in the region with a focus on real estate trends, sustainability/smart growth, housing, infrastructure and capital markets. ULI Northwest runs the following programs: Young Leaders Group (YLG), Center for Leadership, Women's Leadership Initiative, NEXT, Local Product Councils (Multifamily Housing and Urban Development), Policy & Practice Initiatives and Technical Assistance Panels (TAPs).

For additional information, please visit northwest.uli.org/.

The Position

Reporting to the Senior Vice President of ULI and District Council Chairs in Seattle and Portland (who are volunteers), the ULI Northwest Executive Director is responsible for leading the District Council's program of work, including developing and executing strategies that manage the District

Council and organizational resources, expertise, and leadership to shape and constructively impact local and regional development issues and land use policies.

The Executive Director will oversee and coordinate the various activities of the District Council, including programs, membership, corporate and program sponsorships, advisory services, communications, public relations and general management of operations. The Executive Director will ensure that the District Council programming aligns with the ULI Global priorities and operates in compliance with ULI policies.

Leadership Outlook and Near-Term Priorities

Near-term priorities for the next 12-18 months include:

- Maintaining and expanding membership and encouraging upgraded memberships, i.e. from associate member to full member.
- Developing strategies that enhance the diversity of the membership, leadership and participants.
- Empowering and enhancing existing staffing structure, providing leadership and direction.
- In partnership with the Chairs in Seattle and Portland and other leadership committees, building out the administration, leadership development and succession for a more robust leadership pipeline.
- Working in concert with District Council leadership in Seattle and Portland to advance a comprehensive sponsorship program that provides a sustainable platform for staff and programs, including supporting and overseeing volunteers to secure sponsors.
- Fostering and maintaining key external strategic alliances with other professional, academic, public sector and non-profit organizations inside and outside the real estate industry.
- Building strong relationships within the ULI Northwest community, with ULI America and other District Councils; understanding changes at the national level and implications locally.
- Growing ULI Northwest into an innovative model and expert resource for its members and other District Councils across North America.

Key Responsibilities

The Executive Director's primary responsibilities include:

- Developing and implementing a strategic program of work, budget and a staffing plan for the District Council with clearly defined outcomes and methods to measure success.
- Supporting District Council Chairs and other leadership committees in Seattle and Portland.
- Managing the ULI Northwest office and staff in both Seattle and Portland.
- Implementing a comprehensive membership program that engages the membership committee as well as the Young Leaders Group (YLG), WLI, NEXT and other ULI Northwest Committees.
- Building funding relationships and strategic partnerships with existing sponsors, and expanding the sponsor network.
- Overseeing the District Council's programs in both Seattle and Portland, as well as communications, social media and reporting.
- Enhancing ULI Northwest's reputation and identifying ways to lead and contribute to the dialogue on land use policies within the region.
- Providing expertise and leadership regarding issues affecting land use policies through education forums, community initiatives, conferences, meetings, programs, publications and other sources.

Experience and Attributes

The Executive Director must have a passion for ULI's mission and demonstrate attention to detail and a mastery of the content matter, while being able to see the big picture and think and act in a visionary manner. ULI Northwest is looking for someone with an entrepreneurial spirit who can communicate and interact with groups of all levels across the public and private sector. The Executive Director will organize and manage public meetings and serve alongside District Council leadership as a "face" of the organization. Ideal candidates for this position will bring the following experiences and attributes:

- 10+ years of progressively responsible experience in real estate land use, community relations and/or property development.
- Experience or a familiarity with nonprofit administration.
- Self-motivated leader who thrives in a team environment, is multi-task oriented and takes pride in accomplishments.
- Ability to effectively manage volunteer members and staff to establish and meet priorities.
- Prior success in cultivating and securing funding/sponsorship.
- Experience in preparing and managing an annual budget and financial statements; fiscally responsible.
- Proven track record in strategic planning and execution of sound business plan in an ever-evolving environment.
- Ability to work effectively with diverse groups of people including members, corporate leaders, politicians, educators, public officials and ULI national staff.
- Experience recruiting, developing and leading staff.
- Ability to grow and retain membership.
- Ability to plan and oversee high-quality events in support of the District Council.
- Ability to communicate at all levels openly and effectively in both oral and written forms.
- High level of honesty and integrity.
- Bachelor's degree in real estate, urban planning, business/public administration or related field; an advanced degree is desirable.
- A background working with volunteers who include business professionals, public officials, corporate executives, and senior members of the real estate community is highly desirable.
- Knowledge of the Pacific Northwest real estate community and ULI programs is desired.

This position requires moderate travel throughout the Pacific Northwest region and other District Councils. Salary will be competitive and commensurate with experience.

Application Process

[Click here](#) to upload your resume and cover letter including salary requirements. For more information, please contact Adrienne O'Rourke at Adrienne.ORourke@marcumllp.com.

ULI Northwest is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

About Raffa – Marcum's Nonprofit & Social Sector Group

On behalf of ULI Northwest, Raffa – Marcum's Nonprofit & Social Sector Group is working with a committee comprised of ULI Northwest leadership and other members to advance the search. Founded in 1984 and recently merged with Marcum, Raffa is, and always has been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations like ULI Northwest.