POSITION DESCRIPTION

POSITION TITLE: Senior Research and Policy Fellow, Terwilliger Center for Housing

DEPARTMENT: Centers and Initiatives

LOCATION: Washington, DC

REPORTS TO: Executive Director, Terwilliger Center

POSITION STATUS: 12 Month Fixed Term Contract

POSITION SUMMARY:

ULI is the oldest and largest network of cross-disciplinary real estate and land use experts in the world. ULI is its members. Through our members’ dedication to the mission and their shared expertise, the Institute has been able to set standards of excellence in development practice. ULI is a non-profit with an education and research mission.

The Terwilliger Center integrates ULI’s wide-ranging housing activities into a program of work with three objectives: to catalyze the production of housing; provide thought leadership on the housing industry; and inspire a broader commitment to housing. Terwilliger Center activities include: developing practical tools to help developers of affordable housing; engagement with members and housing industry leaders; research and publications; a housing awards program; and an annual housing conference.

Reporting to the Executive Director, Terwilliger Center for Housing, the Senior Research and Policy Fellow will lead the design and execution of Terwilliger Center (ULITC) for Housing’s research portfolio.

SPECIFIC RESPONSIBILITIES:

• Working with the Executive Director and Terwilliger Center team on development of research strategy that advances ULITC goals and objectives, accounts for internal capacity, leverages internal and external partnerships, and reinforces ULITC’s position as a national leader in the housing research field.
• Identification of subject matter and partners for ULITC research.
• Management of planning, design, and execution of all ULITC research projects and activities.
• Ongoing monitoring and evaluation of ULITC research activities to improve overall quality and effectiveness of the ULITC research program.
• Develops and implements ULITC research agenda in partnership with ED and ULITC Advisory Board
• Coordinate with other ULI centers and initiatives to identify opportunities for synergy and avoid duplication in respective research agendas.
• Develop and maintain relationships with external/non-ULI organizations (academic, public, and private, including for profit and non-profit groups) and individuals relevant to the design, planning and execution of ULITC research activities.
• Will regularly represent the ULITC with ULI members in individual conversations, presentations, and written communications, including e-mail, as well as ULI reports and publications.
• Will regularly represent the ULITC with collaborators, grant makers, and donors in individual conversations, presentations, and written communications.
• Will regularly present on behalf of the ULITC at ULI and non-ULI convenings, conferences, and other events.
• Conduct research and analysis required to maintain robust knowledge of state-of-practice in the housing sector (development, planning, finance, and policy); respond to ULI member requests for information on these issues.
• Provide oversight and management of housing related research conducted by other ULI Centers/Initiatives and non-ULI partners and contractors.
• Recruit and manage any contractors and vendors retained in support of execution of ULITC research activities, subject to oversight by the Executive Director.
• Work to promote and leverage the Terwilliger Centers’ Home Attainability Index to advance housing initiatives at ULI District Councils.
• Help plan and participate in core housing related ULI and Terwilliger Center events, engagements, and programs. Conduct preparatory and follow up research and analysis as requested. Examples include: Housing Opportunity Conference, Shaw Forum, Larson and Kemp Awards, TAPs, ASPs, etc.

QUALIFICATIONS:

• Degree in real estate, community development, planning or other field directly relevant to housing development required. Advanced degree preferred.
• Deep experience in planning, designing, and executing public facing, housing-focused research projects and publications required.
• Extensive knowledge of the housing development sector, housing policy and planning (particularly at the local level), and housing-related research.
• Extensive experience in assessing local housing policy and planning contexts and providing feedback on policy and planning practices and processes, particularly at the local level.
• Extensive experience managing housing research projects and portfolios, including developing project proposals and budgets.
• Strong facilitation skills, and ability to work across staff and members, as well as managing program activities across departments, often with partnerships with broader coalitions.
• Excellent written and oral communication skills, with an ability to manage several projects simultaneously.
• Experience in research, education, and outreach projects, preferably for the real estate audience.
• Experience in the management, governance, and operations in both for-profit and
nonprofit organizations is preferred.

- Proficiency in Microsoft Office Suite, web design (WordPress), general design (InDesign), and business development software systems a plus.

This would be a 12-month fixed term Contract, and has flexibility to be a part-time or closer to full-time role based on bandwidth and level of experience.

APPLICATION INSTRUCTIONS:

ULI has a robust benefits package that includes health, dental, and life insurance; vacation leave; and a retirement plan. Compensation is commensurate with experience. For more information, click here.

To apply, please follow the link below.

https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=76dd43d
d-5757-401e-9ef5-
65813f73b552&ccId=19000101_000001&jobId=461636&source=
ARES&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, non-citizenship 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 or sexual violence, or any other status protected by applicable law.

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