

Job Description

Title: Associate Director, Green Finance	Reports to: Senior Advisor & Managing Director
Location: Beijing, China	/Chief Representative of the Beijing Office
Start date: Immediate	Status: Full-time

Summary

The Associate Director is responsible for supporting the green finance work of the Paulson Institute (“PI”) by staying on top of trends and developments in the green finance and clean technologies fields, effectively communicating these findings to a broad internal and external audience through clear, concise materials. Using resourcefulness and keen attention to detail, this person will plan, organize and execute events and meetings where government and business leaders share knowledge and ideas. This person will help foster and manage relationships with domestic and international partner organizations and other important entities. Collaborating with other PI employees across the organization is critical for success in this role.

Responsibilities:

- Conduct fact-based research (both secondary and primary research) in English and Chinese on green finance issues broadly; and, monitor both the Chinese and English language press for key developments with the sector and PI’s various partners
- Assist with preparation of high quality internal and external written materials, such as research reports, professional quality PPT presentations for senior staff on the related green finance topics, proposals for programs, blog posts and other backgrounders to provide updates on the programs to the managers. Materials are typically bilingual and, while we work with interpreters and translators, it is incumbent on the employee to ensure that they are presentable to the senior management.
- Schedule, attend and participate in related meetings with Chinese government officials, PI partners as well as academic and business leaders concerning issues related to green finance. This requires a strong knowledge of the official meeting request process for the government as well as the ability to draft meeting requests, schedule meetings, and maintain meeting notes.
- Support the development and execution of projects with Chinese and international partner organizations. This includes managing green finance activities, maintaining strong contacts and building working level relationships, executing and organizing events (from securing the venue to managing invitations and preparing speakers). Other PI staff can provide support on logistical arrangements as well.
- Monitor and attend China-based events sponsored by other organizations on innovative finance and provide write ups and frequent updates on the activities of other organizations in an effort to refine and improve our overall green finance activities.
- Provide suggestions on thought-leadership (blog posts, op-eds, research reports, and the like) that could contribute to advancing the Paulson Institute’s mission.
- Communicate closely with the China and U.S. based teams through frequent calls, emails and meetings to ensure seamless project management and coordination across all PI activities.
- Support visits of PI senior executives while in China, including recommendations for

meetings and preparation of briefing papers.

- Lend support to other team members as requested.

Ideal Profile:

- University degree in environmental sciences, environmental policy, environmental economics, energy policy, energy economics or green finance related fields.
- 2 to 3 years of program/project management experience
- Experience working in a non-profit organization in China is preferred
- Chinese native speaker; fluent English
- PRC passport holder

Competencies:

- Demonstrated ability to conduct thorough research on green finance topics to answer related questions
- Working familiarity with Microsoft Office, including Excel, PowerPoint, Outlook, and Word
- Strong communication, organization and coordination skills a must
- Adaptable, copes well under pressure and with tight deadlines
- Team player, willing to roll up sleeves and do detail work

To apply, please submit your CV, a cover letter and a writing sample to Kathy Wang at kwang@paulsoninstitute.org.

Organization Description

The Paulson Institute is a non-partisan, non-profit “think and do” tank grounded in the principle that today’s most pressing economic and environmental challenges can be solved only if the United States and China work in complementary ways. Our mission is to strengthen U.S.-China relations and to advance sustainable economic growth and environmental protection in both countries. Founded in 2011 by Henry M. Paulson, Jr., the 74th Secretary of the Treasury and former Chief Executive Officer of Goldman Sachs, the Paulson Institute is based in Chicago and has offices in Washington DC, San Francisco, and Beijing, China.

The Paulson Institute supports the application of novel financing tools to promote the widespread adoption of clean technology and to assist in effectively addressing China’s environmental challenges. The Paulson Institute is participating in the development of a U.S.-China Building Efficiency Fund that will help to address the financing gap between traditional building materials and energy efficient materials. In addition, we support China’s development of an emissions trading program.

We partner with organizations in the U.S. and China to advance green finance policy development and practical solutions, such as the Fund, to overcome the barriers to greater implementation.