

## Job Description

<b>Title:</b> Program Manager, Climate and Sustainable Urbanization	<b>Reports to:</b> Managing Director, Climate and Sustainable Urbanization
<b>Location:</b> Beijing, China	<b>Status:</b> Full-time
<b>Start date:</b> Immediate	

### Summary

As a member of the Climate and Sustainable Urbanization (CSU) program, the Program Manager will manage the Paulson Prize for Sustainable Cities, support the Annual Conference for Sustainability, and conduct research as needed to support CSU, the CEO Council, and other programs within the Paulson Institute (PI). Drawing on strong communication, organization and collaboration skills, this person will work with programs and teams across the organization.

### Responsibilities:

#### 1. Project Management:

- Work with the Managing Director to develop and execute the project strategy, budget, operations and logistics, to ensure the Prize competition's successful progress annually.
- Oversee relationship management with Prize partners, including Chinese partners and media partners (with support from the communications team).
- Maintain relationship with the prestigious Jury Committee; seek advice from the Jury Committee; identify and recommend new jurors.
- Oversee promotional strategy to attract submissions, including content generation for website, social media and marketing materials; Working closely with the Communications team to support audio/video production.
- Proactively build and manage relations with potential applicants and channel partners to encourage high-quality applications.
- Manage applications and respond to applicant inquiries in time.
- Oversee application screening process.
- Prepare applications to be reviewed by the prestigious Jury Committee.
- Manage all Prize-related events, including kick off meetings, jury briefing, and jury site visits.
- Plan and manage the annual Paulson Prize award ceremony (with support from events manager).

#### 2. Research to support PI programs:

- Conduct fact-based research across multiple topic areas with a multi-disciplinary approach as needed to support CSU, CEO Council and cross programs.
- Conduct data analysis in Excel and create presentation materials in PowerPoint.
- Summarize results of research in a concise, informative manner.
- Lend support to other team members as requested.

#### 3. Other responsibilities:

- Participate in and make presentations at high-level meetings with Chinese policymakers, academic, business leaders and/or NGOs regarding issues related to climate and sustainable urbanization.
- Play a key role in planning and organizing PI's annual conference on sustainability by collaborating with team members.
- Lend support as required to PI events including conferences and meetings attended by the Chairman or senior leaders of PI.

**Ideal Profile:**

- Native Chinese speaker; fluent English.
- PRC passport holder.
- At least three years of work experience in project/program management.
- University degree in environment sciences, public policies, energy policies, macroeconomics, or related fields. Master's degree and study/work abroad experience preferred.
- NGO work experience preferred.
- Proficiency in PowerPoint and Excel.
- Excellent writing skills

**Competencies:**

- Mission driven – demonstrate strong passion for climate change and sustainability.
- Poised, articulate communicator – communicates effectively and efficiently with applicants, jury committee and Chinese partners; good presentation skills.
- Detail oriented –willing to roll up sleeves and do detail work, pays attention to project budget, meets deadlines, and prepares documentation in a well-organized way.
- Problem-solver – able to anticipate problems, think innovatively, and stay flexible.
- Self-motivated – mission driven and passionate about sustainability, and always seek improvements
- Quick learner – has can-do spirit and can quickly pick up essential knowledge from previously unknown fields.
- Sensible – knows the nuance of Chinese policy landscape and dynamics of US-China relations.
- Adaptable – copes well under pressure and tough deadlines.
- Team player –.willing to support colleagues and cross programs.

*To apply, please submit your CV and a cover letter to Kathy Wang at [kwang@paulsoninstitute.org](mailto: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.