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## POSITION DESCRIPTION

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<b>POSITION:</b>	Associate Director, Research and Policy
<b>LOCATION:</b>	Beijing, China
<b>REPORTS TO:</b>	Managing Director, Climate and Sustainable Urbanization
<b>STATUS:</b>	Full-time
<b>START DATE:</b>	Immediate

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### Position Summary:

As a member of the Climate and Sustainable Urbanization (CSU) program at the Paulson Institute (PI), the Associate Director of Research and Policy will play a key part in developing and carrying out strategic research plans for this program. This role will collaborate across the PI organization as well as with Chinese and international partner organizations to successfully lead research and policy studies from inception to publication. Strong strategic, analytical and relationship building skills are essential for this role.

### Responsibilities:

- Work with the Managing Director of CSU to plan, develop and execute research strategy, budgets and logistics to ensure the outcomes of research and policy analysis generate significant impact. Conduct fact-based research with scientific and multi-disciplinary approaches and analytical skills.
- Drawing on informed conclusions, recommend sound policies on climate and sustainable urbanization for central and local governments.
- Assist the Managing Director in fundraising for certain research projects by communicating with international philanthropic foundations.
- Develop and foster relations with Chinese and international research partner organizations..
- Collaborate within PI programs as well as with partner organizations to identify urgent and key research needs.
- Monitor and report dynamic policy or other changes in the fields of climate and sustainable urbanization, and recommend actionable plans to the program and PI.
- Assist in the planning and successful execution of high-level meetings with Chinese government officials, academic, business leaders and NGOs regarding issues related to climate and sustainable urbanization.
- Lead efforts to strategically publicize our convening events, research findings and policy recommendations.
- Play a key role in planning and organizing PI's meetings and conferences on sustainability in partnership with CCIEE.



- Lend support to other team members as requested.

**Qualifications:**

- At least five years of research experience in at least two fields of climate, energy, urbanization, environment, economics or public policy.
- Advanced knowledge of research methodologies.
- Master's degree and study/work abroad experience preferred.
- Excellent writing skills in both English and Chinese.
- Professional level presentation skills, particularly in using PowerPoint, Excel, charts, and briefing papers.
- Native Chinese speaker; fluent English.
- Chinese passport holder.

**Competencies:**

- Research capacity – demonstrate strong intellectual curiosity and systematic research approaches.
- Policy savvy – profound understanding of climate and sustainability policies in both China and the U.S., efficient monitoring of key policy changes, and knowing the nuance of sustainability landscape and dynamics of US-China relations.
- Multidisciplinary – capable of identifying key issues in variety of sustainability fields and coming up with sound research proposals.
- Quick learner – has can-do spirit and can quickly pick up essential knowledge from previously unknown fields, and cope well under pressure and tough deadlines.
- Mission driven – demonstrate strong passion for climate change and sustainability.
- Effective communicator – great presentation skills in preparing PPTs, Excel spreadsheets, analytical charts, and briefing papers; experienced in efficiently communicating with policymakers and research partners.
- Problem-solver – able to anticipate problems, think innovatively, and stay flexible.

**About the Paulson Institute**

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 Beijing, China, Washington DC, and San Francisco.

**Applications**

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