

Job Description

Title: Manager, Green Finance Program	Reports to: Associate Director, Green Finance Program
Location: Beijing, China	Status: Full-time
Start date: Immediate	

Summary

The person is responsible for supporting the green finance work of the Paulson Institute (“PI”) by conducting fact-based research on green finance issues, monitoring key developments of green finance and carbon market, assisting the team in preparation of high quality internal and external written materials, assisting the team in organizing and executing the events and meetings, and collaborating with other PI employees across the organization is critical for success in this role.

Responsibilities:

- Track green finance related efforts in China through interviews with leading influencers in government, think tanks, NGOs, and other related organizations. Conduct fact-based research in English and Chinese on latest developments in green finance/carbon markets, and draft reports for use internally at PI or externally.
- Work with Associate Director to monitor both the Chinese and English language press for key developments on green finance and carbon market as well as PI’s various partners, draft reports on the latest updates and development trends.
- Assist the team 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, support the regular newsletter and other backgrounders to provide updates to the senior management. 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.
- Assist Associate Director to support the development and execution of projects with Chinese and international partner organizations. This activity includes serving as the lead on finance related issues on green finance, advising on the development of the futures trading system for carbon, helping to map influencers in the green finance sector, maintaining strong contacts and building working level relationships with key partner organizations, executing and organizing events (from securing the venue to managing invitations and preparing speakers).
- Assist Associate Director to provide suggestions and help draft thought-leadership (blog posts, op-eds, research reports, and the like) that could contribute to advancing the Paulson Institute’s mission.
- Assist Associate Director to monitor and attend China-based events sponsored by other

organizations relevant to innovative green 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.

- 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.
- Assist Associate Director to support visits of PI senior executives while in China, including recommendations for meetings and preparation of briefing papers.

Ideal Profile:

- University degree in finance (green finance) or journalism (financial journalism) is a requirement.
- 2 to 3 years of working experiences in financial media, financial research institutes or carbon market is preferred.
- Chinese native speaker and fluent English.
- PRC passport holder.

Competencies:

- Familiarity with green finance and carbon markets, and combined with an understanding of how capital markets work.
- Good at spotting hot topics in green finance sector and demonstrated ability to conduct research and write blogs, op-eds and newsletter in English and Chinese.
- Good social network, and strong communication, organization and coordination skills.
- Adaptable, copes well under pressure and with tight deadlines.
- Team player, willing to roll up sleeves and do detail work.
- Working familiarity with Microsoft Office, including Excel, PowerPoint, Outlook, and Word.

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.

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