

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 green finance manager will be responsible for supporting the work of the Green Finance Center at the Paulson Institute (“PI”) by conducting green finance related research on China’s carbon market, tracking developments of green finance and carbon markets in China and overseas, assisting the team in preparation of high quality internal and external written materials, working with outside organizations, supporting potential pilot projects, assisting the team in organizing and executing events and meetings related to the work of the Center, and collaborating with other PI employees across the organization as appropriate. Good communication and writing skills are important in this role.

Responsibilities:

- Coordination with Outside Organizations: Assist Associate Director to strengthen collaboration with key partners in China, monitor and attend China-based green finance events sponsored by other organizations, provide write ups and frequent updates on the activities of other organizations in an effort to refine and improve our overall green finance activities.
- Issue Monitoring: Track and report on efforts in China and overseas markets related to green finance, innovative financing vehicles for green development, activities in international institutions and carbon trading.
- Research: Conduct research and draft written materials in English and Chinese for internal and external use based on collaboration with leading influencers in government, think tanks, NGOs, and other related organizations to strengthen PI’s influence in green finance related areas, under the direction of the Associate Director.
- Event Development and Management: Support the Associate Director in the organization and execution of PI green finance programs and events in China, including drafting agendas, identifying topics, issuing invitations for speakers and participants and handling logistical arrangements in coordination with other PI Staff.
- Pilot Project Implementation: Support the PI green finance team in development and execution of pilot projects.
- Content Development: Engage in designing and drafting materials for PI green finance bi-monthly newsletter, blog content, conduct expert interviews, and supporting the drafting of op-eds and articles for senior PI executives to help advance the Paulson Institute’s mission.
- Logistics and Scheduling: Help arrange meetings, manage schedules, prepare briefing

materials and write up the meetings of senior PI green finance team members.

- **Internal Communication:** Communicate closely with the China and U.S. based teams through frequent calls, emails and weekly conference calls to ensure seamless communication of project development, management and coordination across all PI green finance activities.

Ideal Profile:

- Master's degree in finance, business, or a related field.
- 2 to 3 years of working experience at a financial institution, carbon exchange, financial research institutions, or related government position is preferred.
- Excellent writing skills in both Chinese and English, including report writing and presentations.
- Chinese native speaker and fluent in English.
- PRC passport holder.

Competencies:

- Familiarity with capital markets, carbon trading/carbon finance related business or futures trading.
- Capable of conducting independent bilingual research, reporting and analysis.
- Willing to take initiative, capable of learning, copes well under pressure and with tight deadlines.
- Strong communication and networking skills, good relationship with government agencies.
- Team player, willing to roll up sleeves and do the detailed work of logistical arrangements.
- Proficiency with Microsoft Office, including Excel, PowerPoint, Outlook, and Word.

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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 and Beijing, China.

The Paulson Institute Green Finance Center collaborates with a number of institutions based in the U.S. and China to promote green finance and sustainable development through active work streams in both countries. The Center’s current efforts includes supporting the work of the G20 Green Finance Study Group, facilitating the utilization of U.S. green technologies in support of China’s green development, supporting China’s national carbon market goals, and promoting green finance along China’s Belt & Road Initiative and fintech application for sustainability.

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