**EMPLOYMENT OPPORTUNITY**

**Vice President, Program**

**Energy Foundation China**

**EF China OVERALL INTRODUCTION**

Energy Foundation Beijing Representative Office (hereinafter referred to as “Energy Foundation China”), established in Beijing in 1999, is a grantmaking charity organization dedicated to China’s sustainable energy development. As part of the U.S.-based Energy Foundation, it is registered under the Beijing Municipal Public Security Bureau and supervised by the National Development and Reform Commission of China. Our mission is to achieve decarburisation, world-class air quality, and green growth through dramatically expanding renewable energy, significantly improving energy efficiency, and optimizing economic structure.

Energy Foundation China, previously known as the China Sustainable Energy Program, was initiated with funding from the David and Lucile Packard Foundation and the William and Flora Hewlett Foundation. Over the years, Energy Foundation China has achieved steady growth, with our pool of funders growing. Our cumulative grantmaking in China reached more than USD290 million through 2017.

We support policy research, the development of new standards, capacity building, knowledge sharing, and dissemination of best practices across seven programs: clean power, environmental management, industry, low carbon economic growth, low carbon cities, transportation, and strategic communications, with a view to assisting China in coping with energy challenges. By the end of 2017, Energy Foundation China had funded 2,600 projects operated by 690 grantees in China. The grantees include leading policy research institutes, academies, industry associations, local energy efficiency institutions, and NGOs in China and abroad, such as the Development Research Center of the State Council, the Energy Research Institute of the National Development and Reform Commission, Chinese Academy of Fiscal Sciences, Chinese Academy of Sciences, Tsinghua University, etc.

**Energy Foundation China**

**Job Description**

**Job Title:** Vice President, Program (VPP)

**Location:** Beijing, CN

**Reports To:** President

**SUMMARY:**

Serving as a member of the EF China management team (MT), the Vice President, Program (VPP) leads the organization’s strategy implementation, guiding individual programs and cross-program taskforces to develop spending plans, and overseeing grant making process to ensure quality. Meanwhile, as the MT member, the VPP also provides input to strategy formulation, budget allocation and fundraising processes.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**Spending Plan and Grants Management**

* Lead spending plan development for all programs and taskforces in line with EF China’s strategic direction;
* Oversee program spending to ensure program teams meet spending targets;
* Supervise grant making process, approve all grants and Foundation Initiated Projects (FIP), sign all FIP contracts;
* Provide guidance to program teams along the grant making process to ensure quality;
* Review grant-level evaluations, guide programs and taskforces to make adjustments accordingly to improve project effectiveness and efficiency.

**Collaborations and Partnership**

* Advance office-wide collaboration by coordinating the efforts across programs and taskforces;
* Organize regular program and taskforce meetings to facilitate the discussions and ensure effective coordination among various teams;
* Build and maintain domain expertise, ensure proactive knowledge sharing with the field and across programs and taskforces;
* Identify and cultivate valuable partners to maximize synergy, representing EF China externally as appropriate.

**Strategy, Budget Allocation and Fund-raising**

* Share insights on grants making, project implementation and field trend as inputs to the strategy formulation and revisions process, including the integrated EF China strategy, meta-level, cross-cutting strategies as well as program strategies;
* Provide input to the annual program budget allocation process;
* Assist with the cultivation of new funders and nurture existing partner relationship, working closely with the President and VP of Strategic Partnerships;
* Support programs and taskforces to report and update funders on progress of related grants and projects and actively seek feedback and engagement.

**General Management**

* Manage program and taskforce teams, provide guidance to Taskforce Coordinators and Program Directors on setting up effective team structure, and working mechanism;
* Develop and implement effective management practices within the program teams and taskforce teams;
* Provide managerial supervision and demonstrate leadership on talent selection, on-the-job coaching, training, professional development and performance management to team members;
* Foster team spirit and a learning atmosphere within the team;
* Undertake additional tasks and responsibilities as assigned by President;
* Back up other colleagues as needed.

*This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.*

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

* **Education**: Master’s degree or equivalent, preferably in a related field: environment, energy, climate change, and economics.
* **Working Experience:** About 15-20 years of related working experience, including 5-8 years of managerial experiences; Energy, environments, and climate change related experience is preferred. Experiences in program management and policy research are considered as a plus.
* **Language** L**evel:** Chinese native speaker; excellent command of spoken and written English, communicates in English effectively in public, with deep understandings on western cultures.
* **Team Leadership:** able to inspire a vision of challenging goals and accomplishment, use appropriate interpersonal styles and methods to motive diverse groups toward achieving intended results, delegate effectively and acknowledge accomplishments of team members.
* **Problem Solving**: is able to find solutions and make appropriate judgment and decision, consider the impact of decision on affected parties and/or programs.
* **Communication and Coordination Skills**: effective consensus-building, communicates logically and articulates key messages/points with clear structure, listens actively, is able to sense and take care of audience’s emotion and unspoken views, finds interactions for all parties to achieve win-win and presents audience’s benefits clearly, synthesizes different views to develop integrated messages.
* **Strategic Thinking**: ability to understand the field landscape and is able to anticipate the future scenarios with big-picture thinking, be able to maintain a balance and awareness of status of all programs.
* **Networking**: ability to develop new alliances and formal networks, mobilize external resources and foster the relationships with key stakeholders to achieve long-term mutual interest.

**SUCCESS FACTORS**

* **Ethical Behavior/Integrity** – Demonstrates principled performance and sound ethics, showing consistency among principles, values and behaviors to build trust and credibility internally and externally.
* **Mission-driven/Initiative** –Inspired by the organization's vision and mission, and take actions with ownership, can-do attitude and proactive mindset.
* **Team Spirits –** Collaboratively works toward solutions which benefit all involved parties; willingly cooperate with others to accomplish team/organization objectives.

Please email a cover letter and resume, subject line "Application of VPP", to [jobs@efchina.org](mailto:jobs@efchina.org).