



Deputy Director China Program

*With world attention focused on both the environment and the economy, **Environmental Defense Fund** (EDF) is where policymakers and business leaders turn for win-win solutions. This leading green group, with programs from Boston to Beijing, has tripled in size over the past decade by focusing on strong science, uncommon partnerships and market-based approaches. You can be part of a vibrant workplace that welcomes diverse perspectives, talents and contributions, where innovation and a focus on results are a way of life.*

China Program

China's fast growing economy has been doubling every six years - but with rapid economic growth has come huge environmental problems. China is now the world's leading greenhouse gas polluter. In 1996, the Environmental Defense Fund (EDF) launched projects designed to cut sulfur dioxide pollution from power plants in several of China's cities and provinces using economic incentives. Since that time EDF's program has grown and the office is expanding. EDF's current goals are to help China improve air and water quality, pull its people out of poverty, and join the global carbon trading market. EDF is working with the Chinese government, industries and individuals to promote market-based approaches to reducing pollution, strengthen environmental enforcement, and increase public participation and support for Chinese action on climate issues. To this end, EDF is working with local partners to facilitate projects on expanding carbon farming and fertilizer management initiatives, establishing pilot carbon trading provincial-level programs, fostering a voluntary carbon market, and laying the foundation to trade carbon intensity target reductions. EDF's efforts also strive to green supply chains, expand 'Green Commuting', analyze the Chinese electric sector, and build a national enforcement capacity including increasing penalties for clean air and water violations.

In this period of programmatic growth, EDF China seeks a Deputy Director to assist EDF's Vice President with program and administrative management.

Overall Function

The Deputy Director, China will be responsible for providing support to the Vice President of EDF's , China Program. S/he will help with the program's operations including day-to-day management and coordination, execution of special initiatives and oversight of the China Program's administrative staff and logistics. The Deputy Director reports to the Vice President.

The Deputy Director will support the Vice President based in New York and Managing Director based in China by:

- Assisting with the management and coordination of EDF's China programs and administration;
- Gathering input from program staff to help chart strategic direction;
- Advising, overseeing and ensuring execution of special projects;
- Helping manage staffing and operational concerns across the China program;

- Representing the views and agendas of the Vice President and Managing Director to other EDF departments and external audiences, as appropriate;
- Ensuring the Vice President and Managing Director are properly prepared and briefed for meetings; and,
- Ensuring timely follow through of priorities for the program in China.

Key Responsibilities

- Assist with the management of program's operations including day-to-day management and administration;
- Help administer the finances of the program and ensure the Vice President and Managing Director have timely and accurate financial information for the program
- Facilitate the execution of projects assigned by the Vice President that may require cross program/staff coordination, including managing timelines and deliverables;
- Assist the Vice President and Managing Director with internal and external communications by drafting presentations, talking points or other communication vehicles, in coordination with other program staff;
- As directed, represent the China Program with various constituencies;
- Determine the frequency and content of status reports for the program, analyze results, and troubleshoot problem areas.

Qualifications

- At least a Bachelor's Degree; advanced training in environmental science, engineering, business or economics a plus. Training both in China and the US highly desirable.
- Minimum of 5 years of related programmatic experience desirable.
- Solid business and financial acumen; problem solving and analytical skills; ability to present issues in a clear and concise way.
- Previous experience in a management or leadership role.
- Resourcefulness and the ability to persuade, encourage and motivate others.
- Ability to build relationships and earn respect and credibility through actions.
- Demonstrated attention to detail and organization skills.
- Demonstrated initiative and ability to take prompt action to identify issues and opportunities.
- Superb oral and written communication skills.
- Ability to interact with a variety of constituencies with tact and discretion.
- Excellent written and oral communication skills in both English and Mandarin.

Application

Interested applicants should submit their cover letter, resume and salary requirements to jobs@edf.org. Due to the volume of employment applications and queries received, EDF is unable to respond to each application individually. Applicants will be contacted directly if selected as a candidate.

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