



The China Sustainable Energy Program
中国可持续能源项目

China Sustainable Cities Center

EXECUTIVE DIRECTOR

Job Opening

The China Sustainable Cities Center (CSCC) is a new center of expertise to promote clean transportation technologies and sustainable urban design as integral parts of China's rapid urbanization. This center will work directly with cities, bringing international best practice expertise and building local capacity to promote sustainable urban designs.

CSCC is a new center within the China Sustainable Energy Program, which has been operating in Beijing since 1999 to help China promote the cleanest energy technologies, especially energy efficiency and renewable energy. <www.efchina.org>

CSCC seeks a responsible, energetic, and highly professional individual for the position of Executive Director.

Responsibilities

Reporting to the Director of the China Sustainable Energy Program, the Executive Director will:

- Execute the goals and strategies of CSCC in coordination with CSEP's Chief Representative, and relevant Program Officers (Green Buildings, Sustainable Transportation, and Sustainable Urban Planning);
- Guide the expansion of CSCC to take on clean transit and sustainable urban planning expertise, including overseeing hiring plans;
- Actively develop networks in the field with Mayors, Governors, and their staff involved in urban planning and transit;
- Build teams of Chinese and international best-practice consultants who will support leading Chinese cities to develop sustainable urban design;
- Prepare grant recommendations for supporting Chinese think tanks and government institutions who are leaders on sustainable transport and green urban design;
- Sponsor workshops and trainings for China's cities, bringing in international consultants as needed;
- Assist the consultants to summarize international experiences with sustainable cities;

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in partnership with the Energy Foundation*

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- Manage CSCC’s daily operations, including personnel management;
- Seek and develop funding partnerships with bilateral and multi-lateral organizations such as the World Bank, United Nations Development Program, Asian Development Bank, etc.;
- Maintain excellent communications with all program stakeholders;
- Accompany Chinese officials and others engaged in CSCC projects on travel tours to the U.S. or other international “best urban development policy practices” sites;
- Be willing to travel within China and internationally to accomplish the tasks listed above.

Qualifications

- Leadership experience in the field of sustainable urban development especially clean transit and urban design;
- A Ph.D. or master’s degree or equivalent in related fields;
- Strong interest in non-profit work and international cooperation projects;
- Strong understanding of the dynamics of sustainable city development in China; experience dealing with technical and political issues within related sectors in China;
- Fluency in English and Mandarin with the ability to translate and draft documents, and make professional presentations in both languages;
- Solid computer knowledge, including Microsoft Word, Excel, PowerPoint, AutoCAD, and relevant engineering software;
- Ability to work well under pressure, both independently and as a team member and leader, and to be a creative problem solver;
- An ability to demonstrate at all times an energetic, “can do,” cordial, and professional demeanor and attitude;
- An ability to be flexible, responsive, and timely.

Start Date: Immediate. Competitive salary plus excellent benefits.

Please send cover letter, resume, and self-written English writing sample immediately to Li Xin, Finance and Office Manager, The Energy Foundation Beijing Representative Office, Room 2403, CITIC Building, No. 19, Jianwai Dajie, Beijing 100004. Email: job@efchina.org; and to Alexandra Wang, Program Associate, The Energy Foundation, 1012 Torney Ave, #1, San Francisco, CA 94114. Email: china-jobs@ef.org.

NO PHONE CALLS PLEASE.