



The Energy Foundation China Company, Position & Person Profile

Vice President for Programs, China

June, 2014

The Company

Overview

The Energy Foundation

Founded in 1991, the Energy Foundation is a non-profit grant making organization based in San Francisco, California, U.S.A. The foundation's mission is to promote the transition to a sustainable energy future by advancing energy efficiency and renewable energy.

Over the past two decades, the Energy Foundation has supported and coordinated sophisticated and effective networks of grantees and allies who share our vision of a prosperous and healthy future powered by clean, reliable, and secure sources of energy. We're making progress in the largest and fastest-growing energy markets in the world.

The Energy Foundation is pragmatic and nonpartisan, dedicated to finding practical solutions that work in the real world. Our primary role is as a grant maker, supporting groups to build the new energy economy. Our programs focus on making the buildings, power, and transportation sectors more efficient, and on advancing effective policies that open big markets for clean energy technology. Grantees include health, labour, environmental, faith, property-rights, clean-energy, and consumer groups, as well as think tanks, universities, and military organizations.

We believe that inspiring leaders to make smart, strategic policy choices can accelerate the growth of clean energy markets. Advancing renewable energy and energy efficiency can open doors to greater innovation and productivity-growing the economy with dramatically less pollution.

A thriving clean energy industry will strengthen national security, offer workers good jobs in viable industries, and keep our air and water clean and healthy—for today's children and future generations.

Energy Foundation China

Energy Foundation China, established in Beijing in 1999, is a grant making charity organization dedicated to China's

sustainable energy development. It is registered under the Ministry of Civil Affairs as Energy Foundation Beijing Representative office and supervised by the National Development and Reform Commission of China. It is a part of the Energy Foundation, which is based in San Francisco, California, U.S.A.

Energy Foundation China, previously known as China Sustainable Energy Program, was initiated with funding from the Packard foundation in 1999 and the Hewlett foundations in 2001. Over the years, our pool of funders has been growing and our cumulative grant making in China has reached more than USD200 million.

Our mission is to assist in China's transition to a sustainable energy future by promoting energy efficiency and renewable energy. We support policy research, standard development, capacity building, and best practices dissemination in the eight sectors of buildings, electric utilities, environmental management, industry, low-carbon development, renewable energy, sustainable cities and transportation.

Energy Foundation China has worked with more than 440 grantees. These grantees are the leading policy research institutes, academies, think tanks, and standardization bodies in China and abroad. The number of projects we have funded has reached 1560.

To better meet China's energy and environment challenges and help build a sustainable energy future, we will leverage our program areas' deep technical expertise, strengthen team collaboration and innovation, and focus our resources on the most pressing issues.

Major projects recently supported by Energy Foundation China:

- China's low carbon development pathways by 2050
- China top-10, 000 enterprises energy efficiency program
- 2050 high renewable energy penetration study
- Demand side management cities program
- A study on the evaluation system for regional air quality management
- The development and implementation of vehicle fuel economy standards in China

- Low-carbon city plan of Chenggong
- Research on national implementation regulations of the 25.6billion state subsidy for energy efficiency products
- Research on national incentive policies, construction and management mode for green building districts
- 100 energy efficiency standards program

Energy Foundation China Key Grantees

- Development Research Center of the State Council
- Energy Research Institute of NDRC
- Research Institute for Fiscal Science
- China Academy of Building Research
- China National Institution of Standardization
- China Energy Research Society
- China Research Academy of Environmental Sciences
- China Academy of Transportation Sciences
- China Academy of Sciences
- Tsinghua University
- Peking University
- Lawrence Berkeley National Laboratory

Energy Foundation China Current Key Funders:

- The David and Lucile Packard Foundation
- William and Flora Hewlett Foundation
- ClimateWorks Foundation
- Children's Investment Fund Foundation
- Stiftung Mercator Foundation

For more information about the Energy Foundation and Energy Foundation China, please refer to www.ef.org and www.efchina.org

The Position

Organization	The Energy Foundation China
Job Title	Vice President for Programs, China
Location	Beijing, China
Reporting to	President, The Energy Foundation China
Direct Reports	Manage 5 Senior Program Directors who are also supervisors.
Working with	Working with local management team, program directors and managers
Key Objective	<ul style="list-style-type: none">• To manage the organization's grant making process and monitor the workflow of the program.• To serve as a member of the Energy Foundation China's (EFC's) local management team, manages cross-program collaboration, and works with Senior Program Directors, Program Directors, and Program Officers to ensure that high-impact grants are processed in a timely and effective manner.
Job Summary	<ul style="list-style-type: none">• Strategy Cycle:<ul style="list-style-type: none">○ Manage the development of the annual program budget○ Oversee program teams' execution of strategies, and grant making;○ Ensure strategy refreshes, strategy evaluations, and initiative evaluations are occurring and lead to improved strategy.○ Provide input on strategy revisions as needed or in response to emerging opportunities or shifting priorities, as requested by the President.○ Approve all grants and Foundation Initiated Projects (FIPs) not subject to Presidential approval.

- Oversee program spending to ensure Program Teams meet spending targets.
- Collaboration:
 - Evaluate the need for cross-sector coordination on key initiatives or emerging strategies, and initiate where appropriate.
 - Lead collaborative teams.
- Management:
 - Manage the Senior Program Directors (Cluster Leads).
 - Develop and implement effective management practices within the Program Teams.
 - Be a model of effective management practices within EFC.
 - Ensure on-going professional development of the Program staff.
 - Recommend hiring, promoting and compensation decisions for Program staff to the President.
 - Implement and uphold standards of operation for the program teams that enhance the grantee experience and grant making process.
- Building Networks:
 - Build and maintain domain expertise, ensure proactive knowledge sharing with the field and across programs.
 - Identify opportunities for cross-sector program collaboration; seek partnerships internally and across the network.
 - Identify and cultivate new partners in private-owned, state-owned and multinational businesses.
 - Maintain relationships with Grantees, policy makers, opinion-leader, funding partners and other experts or leaders in the field.
- Fundraising:
 - Assist with the cultivation of new funders and nurture existing partner relationships as directed by the

President and the Director of Partner Relations.

- Represent the EF China externally as directed by the President.
- Supervisory Responsibilities:
 - Manage 5 Senior Program Directors who are also supervisors.
 - Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws, including interviewing, hiring and training, planning, assigning and directing work, evaluating performance, rewarding and disciplining employees and addressing complaint/resolving problems.

The Person

Education

- Master's degree or equivalent in a related field.

Qualifications & Experience

- Ten or more years of related experience, or equivalent combination of education and experience.
- A local Chinese in the role will be an advantage, while EF will also be open and support the right westerner for the role.
- Oral and Written Communication:
 - Effective consensus-building, an ability to deliver concise and organized information relevant to the intended audience
 - Experience engaging with government officials and business leaders across the political spectrum
 - Successfully uses various audio-visual media to enhance presentations
 - Exhibits confidence in communicating
 - The ability to listen actively and speak clearly and directly.
 - Be with exceptionally strong writing and synthesizing capacity to generate English strategies and discussion papers for EF western donors.

Leadership & Management Behavioral Competencies

- Judgment and Decision-Making:
 - Examine and interpret a wide variety of data, especially qualitative and quantitative energy and climate policy analysis, and makes decisions applying sound political and strategic judgment in complex situations.
 - Consider the impact of decision on affected parties and/or programs.

- Implements and evaluates results.
- Planning and Organizing:
 - Prioritizes work activities and identifies resources needed to accomplish goals.
 - Use time efficiently and develops realistic action plans, resolves conflicting priorities and accomplishes work on time.
 - Maintains a balance and awareness of status of all projects.
- Management/Collaboration:
 - Inspires a vision of challenging goals and accomplishments.
 - Promotes collaboration within and among staff, grantees, key funders, government officials and business leaders.
 - Uses appropriate interpersonal styles and methods to motivate diverse groups toward achieving intended results.
 - Delegates effectively and acknowledges accomplishments of team members.
 - Resolves personnel problems effectively.

Personal Characteristics

- Mission-driven – Dedicated to advance the work of Energy Foundation China for altruistic reasons and the health of the planet; can connect personal values to the mission and purpose of Energy Foundation China.
- Ethical and Fair – Adheres to Energy Foundation China’s core values and beliefs under all circumstances; models the behaviours; has candid discussions devoid of hidden agendas, doesn’t give preferential treatment.
- Integrity – reputation of trustworthiness and honesty, keeps confidences, admits mistakes, and doesn’t misrepresent self for personal gain.

Contact Person: Please send your CV to Stephen Zhang at email stephen.zhang@egonzehnder.com