

Program Officer **项目主管**

Job Type: Permanent

Location: Beijing

Our Clients

Our Client is a Nonprofit Organization focus on stimulating the innovative changes in current environmental policies to create a better platform/social setting for the incubation of new energy/environmental projects. The Program Officer is supporting the Program Director (PD) to identify strategies and manage a grants portfolio to achieve the program's goals.

The Responsibilities of the Role

- support PD to develop program strategies that are in alignment with the institution's vision, refresh the strategies according to the field trend.
- Advise and support PD to cultivate new funders and resources and engage existing funders in a collaborative way.
- Assist PD to manage budget, and to develop an attainable spending plan that supports the implementation of program strategy.
- Work with PD to identify and select grantees/partners, design project plans with grantees/partners to assure project goals and deliverables are in line with program goals and strategies.
- Work with the program team and collaborates with other program teams to deliver the impact.
- Identify and cultivate valuable partners, including grantees, policy makers, opinion leaders, funding partners, commercial partners and other experts or leaders in the field.
- Share knowledge, expertise, critical information and networks with partners to increase support and demonstrate shared purpose.
- Provide thought leadership in some areas and/or provide support to partners in the field with the shared purpose of growing the field.

Requirements

- Master's degree or equivalent, preferably in a related field: environmental sciences and engineering, atmospheric science and other related fields.
- Minimum 8-year experience in air quality, environment and energy, deep interests in air pollution control preferred.
- Chinese native speaker; excellent command of spoken and written English.
- Communicate logically and articulate key messages/points with clear structure and fact-based supporting arguments, ability to manage in a matrix reporting structure with multiple stakeholders and effectively coordinate activities across organizational boundaries.
- Propose project direction, lay out project plan with milestones, timelines and tracking mechanisms, and to accomplish the project on time and in good quality.
- Define and prioritize the key issues when facing complex situations, make analysis with logical reasoning, propose possible solutions and resolve some complicated issues independently.
- Partnership initiative cultivate networks and deepen the relationships with key stakeholders to effectively leverage resources.

The Green Recruitment Company is an Employment Business for interim, contract and temporary recruitment and acts as an Employment Agency in relation to permanent vacancies.

To apply for this role please contact:

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