

## Energy Industry Senior Manager

Energy is one of the top sectors served by AmCham China with over 60 member companies. Acting as a bridge to connect various stakeholders under the shared goal of advancing sustainable development and enabling commercial cooperation, AmCham China's energy programs advance bilateral cooperation between China and the United States on energy and environment sector issues, aiming to build a cleaner, healthier, more sustainable, and efficient society.

AmCham China's energy-related work is performed under a combination of a premium program and a series of general membership activities. The focused areas include promoting open dialogue about current priorities, issues, and needs from both the US and China; connecting member companies to key partners and promoting new product/technology introductions that align with our vision; assessing and engaging in key projects that provide comprehensive solutions to reduce energy usage, increase energy efficiency, reduce emissions, or improve the energy mix.

## Job Duties and Responsibilities

- Develops strategy and objectives for the energy programs and leads day-to-day implementation of strategy. Prepares regular reports of meetings and activities of both the premium program and the general program (20%).
- Leads management and outreach to key Chinese and US government agencies, industry associations and thinktanks, including submitting and discussing proposed projects, facilitating member company interaction, and coordinating personnel and technical exchanges. (25%).
- Identifies, recruits, and retains member companies for the premium program. Sets recruitment and retention targets and manages outreach to potential members. Support the Membership team for the recruitment of general membership in the energy-related sector (25%).
- Develops and manages project activities in the form of training, workshops, symposia, and studies that showcase US regulatory and business best practices, new technologies, and pertinent information exchanges (20%).
- Financial/Budget Management and team management. (10%)

## Desired Qualifications

- Academic background: Master's degree and above in energy-related fields.
- At least 7 years of work experience in energy-related companies, industry associations, governmental institutions, or international organizations.
- A proven track record of working cooperatively with Chinese governmental institutions, preferably in the energy sector; experience working with the US government is a plus.
- Strong program planning and project management, and team management skills.
- Excellent verbal and written communication skills, executive-level speaking and presentation skills. Fluent in English and Chinese.
- Self-starter, strong motivation, and passion for improving energy efficiency and sustainability; logical and strategic thinker.
- Association or membership-based organization management experience is a plus
- China-based candidates are preferred; willingness to travel is a must.

Please send your CV to [jzheng@amchamchina.org](mailto:jzheng@amchamchina.org) if interested.