



The Energy Foundation China Company, Position & Person Profile

Vice President & Chief Operating Officer, 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 & Chief Operating Officer, China
Location	Beijing, China
Reporting to	President, The Energy Foundation China
Direct Reports	Finance/HR Manager(s), and Office Manager
Working with	Working with local management team, function unites including Finance, Human Resources and informational technology team, EF San Francisco based COO, operation and program teams
Key Objective	<ul style="list-style-type: none">• Charged with establishing an efficient and effective operation that will allow Energy Foundation China (EFC) to continue to operate at a high level and fulfil its mission.• Serves as a member of the local management team, and leads efforts to create a learning culture and build a strong organization.• S/he directs the overall daily operations including grants administration, finance, human resources, and informational technology; and prioritizes activities, streamlines workflow and internal staff communication, and oversees the creation of and adherence to policies, systems and procedures.• S/he partners with EF's San Francisco based COO and Operations Team to coordinate organizational development and operational objectives and outcomes.
Job Summary	<ul style="list-style-type: none">• Leadership & Management:<ul style="list-style-type: none">○ Serve as a creative collaborator with the President in implementing Energy Foundation China's business plan. Provide leadership in establishing and

implementing organization-wide priorities, and ensure a unified understanding of and progress toward those goals and priorities.

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality. Strategize, develop, and implement efforts to foster an environment of accountability and collaboration. Promote and exemplify the Operating Philosophy.
- Develop strategy and manage teams to advance operational priorities while building alignment and support.
- Serve as a hub of internal communication, grow and maintain robust and consistent systems for staff communication, and effectively communicate management decisions and priorities.
- Anticipate and identify issues for discussion at key management and team meetings; prepare decision-making materials, and manage decision-making communication.
- Strengthening Infrastructure:
 - Provide a strong day-to-day leadership presence.
 - Oversee and support the work of the finance, human resources, operations, and information technology. Identify best practices and improve internal systems in the areas of:
 - Human resources functions including; training, development, compensation and benefits, employee relations, performance development and recruiting
 - Accounting, budget and audit procedures including systems to improve financial controls and the development or revision of fiscal policies and procedures as needed.
 - Use of technology, particularly in the areas of finance (NetSuite) and grants administration (Fluxx) to support management decision-making

and organizational growth.

- General administration and operations, including on-going efforts to improve systems, policies, internal controls, management standards, and procedures.
- Lead, launch and/or coordinate special projects, frequently engaging with staff across the organization; manage high priority projects.
- Supervisory Responsibilities
 - Supervise the Finance/HR Manager(s), and Office Manager, provide general oversight to the Operations Team.
 - 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 complaints/resolving problems.

The Person

Education

- MBA or similar advanced degree highly desired

Qualifications & Experience

- A minimum of 15 years professional experience, including significant general management experience.
- Experience in organizational development and building a learning culture.
- Thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.
- International operational experience helpful.

• Leadership & Management Behavioral Competencies

- Demonstrated executive level experience in strategic decision-making, leadership, and operational management preferably in a complex, mission driven organization.
- Track record of success developing and monitoring systems to manage operational effectiveness.
- Ability to make decisions in a changing environment and anticipate future needs.
- Exceptional written, oral, interpersonal and presentation skills and the ability to effectively interface with senior management, Board of Directors, and staff.

Personal Characteristics

- Self-reliant, results oriented, collaborative problem solver, good team player.
- Good listener, excellent and persuasive communicator.
- Passion for improving the environment.

- 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 Jin XU at email hli@heidrick.com