



## Job Opening: Clean Technology Development Manager

The U.S. China Cleantech Center (UCCTC), with headquarters in Beijing and Los Angeles, is currently seeking a motivated and entrepreneurial-minded business professional with broad US-China and environmental/clean technology experience for the role of **Clean Technology Development Manager**. UCCTC is a leading environmental NGO dedicated to accelerating trade and investment in U.S. clean energy and environmental protection technologies and best practices to China. UCCTC brings together U.S. and Chinese thought leaders and innovators of today's cleantech ecosystem to network, conduct business, promote and seek out new clean technologies, and help shape the future.

The position will be full-time and based in downtown LA with occasional travel to China.

### **Job Description**

Reporting to the Executive Director, and in coordination with staff in Beijing and Los Angeles, the Clean Technology Development Manager will oversee and support UCCTC's mission to **introduce U.S. clean tech best practices, technologies, and policies to China**. The ideal candidate is expected to:

#### A. US-China Collaboration on Clean Technology

- Help the Executive Director set the short and long-term strategic direction of UCCTC
- Lead business development for new and existing products, services, and projects (e.g., recruiting US companies for trade missions, developing trade missions, B2B services between US and China, providing export and consulting services)
- Oversee and maintain partnership database and lead in building partnerships with US government agencies, trade associations, companies and other industry practitioners
- Identify and develop grant proposals from federal/state agencies as well as private foundations
- Conduct and supervise China market research for US companies
- Manage and supervise a team of interns and volunteers in LA office

#### B. Clean Technology Expertise

- Follow trends in US clean technology and communicate how UCCTC can make contributions
- Represent UCCTC at meetings and conferences on clean technology and enhance UCCTC's public and media engagement
- Undertake technical and business analyses and offer advice to U.S. companies

## **Basic Skills and Knowledge**

- 2+ years of work experience required in an environmental, clean technology, or relevant field, ideally in a business-related capacity within a U.S. firm (e.g., consulting, private company)
- A strong understanding of sustainability, particularly in the areas of clean energy, environmental technology, energy efficiency, clean transportation, etc.
- Native English is required, and ability to interface with and gain access to U.S. government (federal, states, cities) and to engage directly with senior decision makers and business leaders
- Excellent communication skills and interpersonal/teamwork skills; creative, yet detail-oriented.
- Excellent writing/drafting skills for proposals and reports
- Excellent social and networking skills for developing partnerships
- A Master's degree in business, policy, international affairs, energy/environment, or related field from a reputable academic institution is highly preferred
- Chinese language and cultural experience is a plus

## **Additional Qualifications**

- Self-motivated and long-term commitment for environment and sustainability
- Strong analytical skills, preferably with technical background in the area of clean energy, environmental technology, etc.
- Able to manage multiple time-sensitive priorities
- Able to attend occasional calls or events in the evening
- Basic knowledge of working in non-profit or public sector

## **Salary**

Competitive salary dependent on experience. Compensation includes performance bonus.

## **Contact**

Please send CV and cover letter (with availability) to:  
[hr@uschinacleantech.org](mailto:hr@uschinacleantech.org)

## **Offices**

### **China Office**

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