

**SCIENCE AND EXPLORATION DIRECTOR
NATIONAL GEOGRAPHIC GLOBAL EXPLORATION FUND IN CHINA**

Working in close collaboration with National Geographic Society (NGS) teams in China and Washington DC, the Science and Exploration Director will advise and guide the development and execution of NGS grantmaking programs in China. Our flagship program, the National Geographic Global Exploration Fund (GEF China), currently addresses critical water and air conservation issues on the mainland through grantmaking and capacity building to leading Chinese researchers and environmental practitioners. While the program currently focuses on conservation issues, it is anticipated that the program will expand over time to include additional scientific disciplines and exploration.

First piloted in 2012, GEF China supports research and conservation efforts that lead to innovative solutions to environmental problems, particularly on air and water, in China. GEF China works with an Advisory Board, comprised of leading Chinese air and water experts, to select and award proposals from Chinese researchers and environmental practitioners. The Director's role is to help identify the most promising and innovative projects and guide grantees to yield the best possible results. Additionally, the Director will oversee a pilot environment and community youth leadership award program.

Past grants in the portfolio have supported diverse projects including water purification, community outreach, traditional use of water management, biodiversity research, and laboratory water analysis. We anticipate that the Director will build and scale this program, further defining the portfolio of grants.

This is a hands-on position in a lean organization and successful candidates will have broad knowledge of conservation efforts in China and experience working with a wide spectrum of conservation organizations. Three key sets of duties of the Director are: 1) strategically and prominently placing the Fund's activities within the broader scientific and conservation landscape in China [40%]; 2) helping build the capacity of Chinese researchers and environmental organizations to have a stronger input into developing solutions to environmental problems in China [40%]; and 3) coordinating with teams in China and DC to raise the profile of NGS projects in China [20%].

RESPONSIBILITIES:

- Identify high caliber air and water scientists and environmental groups in China, and work with them to tailor proposals that will have high profile and high impact on air and water conservation in China.
- Review and provide guidance and advice to the rest of the team and Advisory Board on pre-applications and applications.
- Direct and maintain close communications with grantees and prospective grantees on all aspects of the grantmaking process including development of proposals and initiatives.
- Monitor and evaluate the scientific and conservation components of projects.
- Communicate with DC NGS media representatives on project highlights, updates, and communications through weekly internal media pitch meetings and other communication vehicles.
- Help the Program Officer assign proposal reviewers.
- Contribute to the development and refinement of methods and systems to assess the impact of grants and funded programs.
- Represent NGS and the program at meetings, forums, presentations, and promotional activities.
- Seek new opportunities for collaboration with donors, media, and other institutions.
- Contribute to the preparation of high-quality written material such as workplans, reports, etc.
- Other duties and projects as assigned.

KNOWLEDGE/SKILLS:

- Degree in scientific discipline, MS or Ph. D. preferred, and minimum of 10 years working experience in China.
- Strong hands-on practical experience in developing, executing, and evaluating conservation projects in China.
- Fluent in English.
- Experience in non-profit capacity building and mentoring civil society organizations and youth.
- The Director will have a strong understanding of science and conservation in China, professional grantmaking, and the work environment in the non-profit sector and media.
- Experience working with researchers and conservationists, and is able to understand the value of both conservation science and applied conservation.
- Strong strategic and analytical skills and creative problem-solving ability.
- Excellent organizational skills and judgment; ability to prioritize work, manage multiple tasks, and meet deadlines.
- Demonstrated ability to handle sensitive information effectively and confidentially.
- Strong written communication skills, along with highly effective oral communications and engaging presentation skills, both in Chinese and English.

ADDITIONAL SKILLS:

- Experience working in or with media.
- Strong philanthropic or non-profit experience working in China.
- Strong knowledge of the methods, procedures and techniques used in grant administration, coordination, and implementation.
- Familiarity with universities, conservation programs and conferences for grant applicant outreach.