

Senior Manager/Director, China International Division

POSITION OVERVIEW:

Help develop, promote, and execute U.S. Chamber China Center advocacy and programs relating to U.S. trade and investment policy with China, focusing on the infrastructure, energy, and agricultural sectors.

RESPONSIBILITIES:

Manage trade, investment, and commercial policy developments and lead China Center advocacy and program development on related infrastructure, energy, and agriculture policies; draft and present Chamber officers and member companies with narrative and statistical analysis on trade and foreign investment trends; contribute content for updates, newsletters, and the website; craft positions and advance policy advocacy by preparing meeting briefings, testimony, speeches, position papers, and other materials for government officials, corporate members, policy committees, media outlets, and the general public; assist with trade missions, program development, conference speaker recruitment, communications, and research for the China Center; serve and respond to business advisory inquiries; and support efforts to expand membership.

REQUIREMENTS:

An advanced degree and 5+ years' experience working with China trade and investment policy issues; exceptional interpersonal and communications skills in English, both written and oral; familiarity with PRC government practices, policies, and government structure; ability to work productively as a team player in a fast-paced environment; strong Chinese language skills, including the ability to read and analyze regulations, news, and other primary source materials in Chinese; knowledge of the U.S. business community operating in the China marketplace; and a willingness to travel overseas. Executive or legislative branch experience with trade and investment policy formulation toward China, preferably in energy or agricultural trade policy, and fundraising or business development experience preferred.

Salary commensurate with experience.

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