

Innovation Analyst, EIT Digital Accelerator

EIT Digital

We believe in making and shaping a competitive digital Europe that is inclusive, fair and sustainable and aim at global impact through European innovation fueled by entrepreneurial talent and digital technology.

We embody the future of innovation by mobilizing a pan-European multi-stakeholder open-innovation ecosystem of top European corporations, SMEs, startups, universities and research institutes, where students, researchers, engineers, business developers and investors address the technology, talent, skills, business and capital needs of digital entrepreneurship. We build the next generation of digital ventures, digital products and services, and breed digital entrepreneurial talent, helping business and entrepreneurs to be at the frontier of digital innovation by providing them with technology, talent, and growth support. For more information, visit <https://www.eitdigital.eu>

EIT Digital is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the below criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

About the EIT Digital Accelerator

The EIT Digital Accelerator (<https://www.eitdigital.eu/accelerator>) is at the heart of the EIT Digital strategy and supports growth of deep tech digital scaleups by helping them secure customers and investments in Europe. The EIT Digital Accelerator has been recognized as a world's top public Business Accelerator by UBI Global, and as one of the top 4 accelerator brands in Europe, according to Startup Heatmap Europe.

The Accelerator team is a distributed, pan European team of high-profile business developers and fundraising specialists. We scout fast-growing deep tech European scaleups, admit them into the Accelerator, and, during the acceleration period, we support them in acquiring customers and raising funds from Venture Capital investors or Corporate Funds. Admitted scaleups are seeking to raise investments between 5 and 15 M€.

The Position

As **Innovation Analyst** you will be responsible for providing operational support to the EIT Digital Accelerator and helping drive the delivery of EIT Digital Innovation activities in terms of KPIs, Deliverables, Processes, and Impact.

Main Responsibilities:

- Accelerator Success Monitoring
 - Provide hands-on support to all stakeholders of the EIT Digital Accelerator, especially with respect to achieving goals in terms of KPIs, Deliverables, Processes, and Impact;
 - Track and monitor progress of EIT Digital Accelerator activities and provide day-to-day operational support to the Accelerator team;
 - Raise red flags when project risks and impediments are spotted and support the teams to resolve them.
- Data Management and Analytics
 - Manage and analyse data (e.g. KPI results, budget allocations, forecasting) and provide suitable presentations / visualizations for management;
 - Manage, administer and improve the relevant (IT) infrastructure and tooling (e.g. CRM, data tracking & visualization tools) and develop a centralized and holistic database;

- Prepare data and input for the yearly budget planning and carry out data profiling to identify and solve anomalies.
- Operational Excellence and Process Management
 - Drive the key annual processes of the EIT Digital Accelerator (formal reporting to the EIT, quarterly reporting, business plan preparation);
 - Develop new standard templates, procedures and processes and identify opportunity to improve the existing ones;
 - Support and facilitate reporting, invoicing, payment collection and contract management processes.

This position reports to the Head of the EIT Digital Accelerator.

Qualifications and Experience

- Master's degree in Science, Technology, Engineering or Mathematics (STEM) is required, preferably Computer Science or Information Technology;
- 3 to 5 years of relevant experience in digital innovation / technology sector;
- Outstanding analytical skills and experience with data collection, analysis, modeling & visualization.
- Experience with managing operational tasks and processes;
- Excellent project management skills; EU project experience is a plus;
- Hands-on and can-do attitude with high level of commitment to duties, timelines and deadlines.

Languages: Mastery of English, with superior verbal, presentation and written communication skills.

Employment: This is a full-time position. Place of employment is at EIT Digital HQ in Brussels or EIT Digital office in the Netherlands in Eindhoven. Applicant may be required for occasional travel to other European Co-Location Centres.

To apply

Please mail a resume and motivation letter to innovation_analyst@eitdigital.eu outlining how your skills and experience meet the qualifications of the position. Applications without a motivation letter will not be considered. Additional information can be obtained via <https://www.eitdigital.eu/our-community/careers>

Applications should be submitted before 5 p.m. CET on April 30 2021