

Satellite Manager Tallinn, Estonia

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 www.eitdigital.eu

EIT Digital in the Baltics operates from its Satellite Co-Location Centre in Tallin, which is a Satellite of its Co-Location Centre in Helsinki covering Finland and the Baltics, engaging currently 31 partners, of which 8 universities, one R&D institute, 2 ecosystems/cities and 20 companies. The partnership is especially active in the EIT Digital focus areas of Digital Tech, Digital Cities, Digital Wellbeing and Digital Industry, and hosts a business developer from the EIT Digital Accelerator. In the Education area the partners participate in the Master School, Industrial Doctoral School, Professional School and Summer School.

EIT Digital is an equal opportunity employer and values diversity.

The Role

The Satellite Manager supports the Node Director in the development, impact and sustainability of the partnership around the Node Satellite as well as the Innovation and Education activities of the local partners. This includes supporting recruitment, retention, engagement of EIT Digital partners and interaction with authorities to evolve the local ecosystem and strengthen EIT Digital footprint. The Satellite Manager drives operational excellence of local innovation and education activities in and beyond the Satellite as well as events across the Node.

Reposting to: EIT Digital Node Director Finland and Baltics

Main Responsibilities

- Support the partnership development around the Node Satellite in collaboration with the Node Director in retention and acquisition of partners, recruitment of students for the EIT Digital Education activities and participants to the EIT Digital Innovation activities;
- Maintain relationships with local authorities around the Node Satellite supporting EIT Digital in collaboration with the Node Director;
- Lead operational aspects of the EIT Digital innovation and education activities in close collaboration with the Node Director and the EIT Digital innovation and education Leaders;
- Manage the Node Doctoral Training Centre as part of the EIT Digital Industrial Doctoral School;
- Manage EIT Digital events in and external to the Satellite;
- Supervise and execute administrative, financial reporting, and logistical processes.

Qualifications and Experience

- Academic education and background in technology, computer or science (at least MSc);
- 7+ years of experience in digital innovation with industry, start-ups, scaleups, universities, research institutes operating at a strategic and business management level;
- Deep knowledge of the Estonian digital ecosystem and the surrounding group of public sector stakeholders. Strong network in the Baltics area, businesses, Venture Capital, incubators, innovation centres, universities;
- Track record in acquisition of private and public national and/or regional innovation financing;
- Sound understanding of administrative processes, financial and legal matters; experience of administration in EU-funded activities is a plus;
- Strong presentation and public appearance skills both in English and Estonian, ability to convey simple and effective value propositions and messages;
- Hands-on with entrepreneurial mind set.

Languages: Native Estonian, fluent in English with excellent verbal and written communication skills

Place of employment: EIT Digital Satellite Office in Tallinn, Estonia. Applicant needs to be prepared to travel to Helsinki, Finland and the other European Co-Location Centres when needed.

To apply: Please mail a resume and motivation letter to manager_satellite_tallinn@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. on Friday, May 14, 2021.