

EIT Digital seeks an Innovation Analyst

About us

EIT Digital is a leading European digital innovation and entrepreneurial education organisation driving Europe's digital transformation.

EIT Digital delivers breakthrough digital innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of 200 top European corporations, SMEs, startups, universities and research institutes. As a Knowledge and Innovation Community of the European Institute of Innovation and Technology, EIT Digital is focused on entrepreneurship and is at the forefront of integrating education, research and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in our pan-European network of Co-Location Centres in Berlin, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm and Trento. We also have a hub in Silicon Valley. For more information, visit www.eitdigital.eu.

EIT Digital is an equal opportunity employer and values diversity.

The EIT Digital Accelerator supports European digital ventures to scale up their business in Europe and beyond. Our goal is to accelerate the growth of promising digital technology startups and scaleups by helping them secure target customers and raise capital.

The Role

For the operational support related to its Innovation and Entrepreneurship Area, EIT Digital is looking for a highly motivated professional able to work effectively in complex and dynamic multiparty environments. The main purpose of this support position is to drive delivery from the EIT Digital Innovation and Entrepreneurship Activities in terms of KPIs - e.g. the number of new start-ups that are being created, Deliverables, Outputs and Impact.

Main responsibilities include:

- Provide hands-on support to all stakeholders of the EIT Digital Partnership, especially with respect to achieving goals in terms of KPIs, Deliverables and Impact
- Track and monitor progress of EIT Digital Innovation and Entrepreneurship Activities
- Raise red flags when project risks and impediments are spotted and support the teams to remove them
- Support regular reporting to EIT Digital management on revenue and financial sustainability streams generated by Innovation and Entrepreneurship Activities
- Manage and analyze data (e.g. KPI results, budget allocations, etc.); provide suitable presentations / visualizations for EIT Digital management
- Manage and improve the relevant (IT) infrastructure and tooling (e.g. databases and visualization tools) liaising with the other Innovation and Education Operations team member in order to develop a centralized and holistic database
- Provide specific on demand / ad-hoc support for the Entrepreneurship area: e.g. day to day operations supporting the team management, secretary of the weekly Accelerator team meetings (writing minutes, action items), preparing data and input for the yearly budget planning
- Implementing a formal reporting and invoicing process to capture the success fees and milestones, formal communication to the contractual counterparts. Supporting the implementation of the formal invoicing system to Scaleups
- Managing and supporting the key annual processes of EIT Digital (formal reporting to the EIT, quarterly reporting to SB, Call process, Business Plan writing) in collaboration with the other Innovation and Education Operations team member, ensure execution excellence and contribute to continuous improvement

Qualifications and Experience

- Minimum BSc preferably MSc in Science, Technology, Engineering or Mathematics (STEM)
- Approximately 5 years of experience in a similar position
- Understanding of digital technologies and digital products/services design and development
- Good project management skills (EU project experience is especially welcome)
- Strong IT skills; excellent knowledge of Microsoft Office Products, especially Excel and PowerBI
- Experience in data collection, analytics and visualization
- Experience with operational tasks and processes
- Excellent verbal and written communication skills and ability to adapt to a variety of pan-European stakeholders
- Autonomous and pro-active, as well as a natural team player
- Ability to embrace a dynamic work environment and accustomed to performing under pressure
- Proactive attitude and high level of personal commitment to duties, timelines and deadlines
- Ability to work with remote interactions

Language Skills

Excellent command of English is required. Additional EU language is an asset.

Location

Place of employment is the EIT Digital Headquarters office in Brussels, Belgium.
Occasional travel throughout the EIT Digital nodes needs to be expected.

Reporting to the Head of EIT Digital Innovation & Education Operations

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.

Applications should be submitted until 5pm Friday 25 January 2019

