



JOB VACANCY AT EIT Food Accelerator Network (EIT FAN)

About EIT Food Accelerator Network

EIT Food is Europe's leading agrifood innovation initiative, made up of a consortium of 100+ key industry players, research centres and universities from across Europe with a vision to put Europe at the centre of a global revolution in agrifood innovation and production.

With 30 + academic and corporate partners involved, the EIT Food Accelerator Network (EIT FAN) is one of the flagship programmes of EIT Food in general and within the strategic area Business Creation specifically. The EIT FAN programme currently operates in six acceleration hubs based in the UK, ES, CH, IL, FI and DE. The 60 selected startups benefit from a structured 4 month programme with access to tools, connections and expert coaching from EIT Food partner companies, investors, and experienced entrepreneurs.

JOB TITLE: Business Creation Manager/EIT FAN (f/m/d)

JOB DESCRIPTION:

The Business Creation Manager (f/m/d) assigned exclusively to the EIT FAN programme will work closely with some of Europe's best agrifood startups and leading actors in the agrifood space ensuring that they can work as optimal as possible within the EIT Food environment.

You will be responsible for:

1. Leveraging synergies within the EIT FAN and providing platform services across the six acceleration hubs, meaning that:
 - a. You match the needs of our members within the partner network with the current needs of the EIT FAN startups
 - b. You support the onboarding of programme contributors (e.g. mentors, experts) from our partner network and third party organizations.
 - c. You facilitate the curriculum alignment and help harmonizing the events and activities across all six accelerator hubs.
 - d. You identify and leverage opportunities from other functional areas (esp. Education) and keep an overview of all potential business services under development for the EIT FAN startups.
 - e. You are our link to the outside world and EIT Food communication: Supporting external and internal communications by composing blog as well as social media posts and content for newsletters.



- f. You help develop and implement our Alumni programme and keep track of our EIT FAN database.
2. Ensuring the smooth running of the EIT Food Accelerator Network together with our Manager. This includes but is not limited to:
- a. Assist the EIT FAN manager in reporting under H2020 guidelines towards EIT and managing the grant cycle.
 - b. You are our person when it comes to communication: You follow up on the intermediate reporting needs of our partners.
 - c. You are the link between the EIT FAN startups and the accounting office & EIT Food financial unit.
 - d. Manage the centralized programme evaluation and supporting the tracking of relevant KPIs.
 - e. Support the EIT FAN Manager by managing backoffice tasks, e.g. creating presentations and slides, keeping track of the project development, hereby enabling an effective communication and information flow.

KEY SKILLS AND EXPERIENCE

Qualifications and experience

- Educational background related to either entrepreneurship, project management, marketing & communications
- Minimum 3 years of relevant working experience related to startup acceleration, corporate venturing, (startup) ecosystem building or business development
- Demonstrated experience in managing complex projects with multiple stakeholders is a plus
- Experience in (EU) administration and cost eligibility under H2020 is a plus
- Experience related to agrifood sector is a plus
- Excellent command of Microsoft Office tools (including Word and Excel)

Skills and behavior

- Excellent ability to connect with people
- Ability to keep track of a high number of different tasks and topics at the same time and with high responsibility.
- Organised, proactive and trustworthy
- Excellent verbal and written communication & presentation skills in English
- Ability to work both independently and in small (multi-national) teams



WHAT 'S IN IT FOR YOU?

You will experience a steep learning curve. This is clearly a job with growing opportunities where you:

- Support impactful startups to transform Europe's agrifood system
- Build excellent relationships with international partners fostering collaboration and creativity
- Develop experience in cross-functional projects and activities in a multinational setting
- Can easily grow beyond the current job description based on own skills

JOB TYPE:

Full-time

LOCATION & TRAVEL FREQUENCY:

Leuven (Belgium). Business travel (up to 4 days per month) within Europe can be expected.

EXPECTED START DATE:

As soon as possible

EQUAL OPPORTUNITIES:

EIT Food is an equal opportunity employer, offering each candidate matching the minimum obligatory qualifications and experiences an equal chance in employment and promotion procedures.

APPLICATION:

Interested candidates are asked to send their CV and motivation letter (both in English) in electronic format to work@eitfood.eu before April 12th 2020. Please write in the subject line of your email: "application for the position of EIT FAN Operation Manager". Shortlisted candidates may be invited for an interview. Shortlisted candidates may be asked to prove their background, qualifications, skills and experiences by providing relevant documents.