

# Job Advert Project & Proposal Manager

**Title:** Project Manager  
**Workplace:** Greenovate! Europe E.E.I.G. offices, Renewable Energy House, Brussels  
**Status:** Full-time contract  
**Reports to:** Managing Director & Proposal Coordinator  
**Desired start:** 15 January 2021

Please send your application (CV and motivation letter) by email to Vicky Mosteyrin [v.mosteyrin@greenovate-europe.eu](mailto:v.mosteyrin@greenovate-europe.eu) by 16 December 2020.

## Job summary

Greenovate! Europe is a not-for-profit network of organisations dedicated to sustainable innovation. Together we develop sustainability projects and provide innovation support services to researchers, companies and policy-makers.

Our secretariat is based in the heart of Brussels' EU district. We foster collaboration between our members and carry out dissemination and policy activities in EU funded projects.

Greenovate! Europe are looking for an experienced Project and Proposal Manager to join our young and enthusiastic team.

The main responsibilities of the Project and Proposal Manager are (1) to independently manage Greenovate! Europe's tasks in a number of high-profile EU funded research and innovation projects, and (2) to prepare and write research and innovation project proposals.

## Main Tasks

### Management of European projects

- Implementation of activities related to communication, dissemination, replication and exploitation in Horizon 2020 projects together with Greenovate! Europe members and European partners. Typical tasks include:
  - Drafting and implementation of communication and dissemination strategies;
  - Organisation of knowledge transfer activities: webinars, workshops and conferences
- Communicating and mediating with partners on project implementation
- Ensuring the implementation of projects to time, budget and quality
- Preparing deliverables and financial reports to the funding body

### Proposal preparation

- Identification of new opportunities and promoting the participation of Greenovate! Europe
- Initiating proposal preparation process
- Drafting and budgeting proposals in cooperation with European partners

## The Ideal Profile

- At least 3 years' experience in EU project management, ideally Horizon 2020, including financial and administrative management
- Experience with preparation and drafting of EU project proposals and tenders
- Some experience with strategic communication and event management
- Understanding and interest in sustainable innovation topics
- Independent and responsible with excellent organisational skills
- Ability to multi-task and perform well under pressure
- Self starter and pro-active
- Excellent communicator both written and spoken
- Full proficiency in English; French and other languages an asset
- Strong analytical skills
- Advanced digital proficiency

## About Greenovate! Europe

Greenovate! Europe is a not-for-profit network of organisations supporting sustainable innovation.

As a network we contribute to the creation of an environmentally and socially sustainable economy in Europe by developing sustainability projects and providing innovation support services to researchers, companies and policy-makers.

Our members span the research and innovation value chain – from research centres through to industrial clusters, innovation consultants to communication and engagement agencies. Our management team in Brussels foster collaboration between members and carry out dissemination and policy activities in EU funded projects.

We support all technologies and services that have a positive impact on the environment, with a main focus on Food and Bioeconomy, Energy and Mobility, and Industry and Circular.

Since our formation in 2008 we have been involved in over 30 European projects, fostering innovation together with more than 400 partners across Europe.

[www.greenovate-europe.eu](http://www.greenovate-europe.eu)