

Job Title: Consultancy: **Consultant / Proposal Writer for Funding Opportunities**

Employment Category: Consultant

Location: Patras, Greece or Remotely

Deadline: ASAP

Background:

Gaia Robotics IKE is a Greek SME leveraging on the experience and knowledge of its multidisciplinary core members, working in numerous RnD activities. GAIA's main focus is a holistic vision of innovation, generated by efficiency, scientific curiosity and expert knowledge where ideas, techniques, tools and methods from different disciplines are integrated to make innovative, secure and responsible technology. GAIA's main area of expertise lies in ICT, Green and Environmental Tech, Agritech, Robotics, Artificial Intelligence and Critical Infrastructures. Gaia Robotics particularly works on crossing the gap between booming cutting-edge technology and the real efficiency it brings at a low cost and has managed to become the leading UAV and Precision Agriculture technology solutions Provider in Greece that has collaborated with a multitude of customers and types of crops successfully addressing their specific needs. Gaia Robotics has already completed complex large-scale projects utilizing the vast experience of its remote sensing and geospatial analysis experts by assisting its customers using advanced scientific sensors and unmanned aerial vehicles (UAV) in acquiring, processing, and analysing remote sensing and computer vision data.

Objective:

We are looking for a **Consultant / Proposal Writer** that will work in developing funding applications and business plans for bringing innovative technologies and products to the market to assist Gaia Robotics in its proposal development and management, especially for EU institutional / national opportunities.

Duties:

The Proposal Writer will lead the development of the proposal from design to submission and will be responsible for:

- Working with clients from industry, academia, and research and technology organisations to develop the ideas that will eventually become full grant-funding applications
- Performing any necessary desktop research to present the necessary context that highlights the need for the proposed technological solutions
- Managing international multi-party consortia and ensure the applications' alignment with the partners' strategic goals
- Designing project plans that will span multiple years and ensure the efficient achievement of the project's key performance indicators
- Preparing high-quality, visually appealing R&D funding applications in accordance with the application process requirements
- Preparing project budgets in accordance with the funding agencies' guidelines and ensure high value-for-money research project propositions
- Liaising with project partners to extract the key information that adds value to the proposal and highlights the partner's expertise in their area.
- Crafting compelling narratives around novel research and technology concepts with significant social and/or environmental impact
- Develop proposal schedules and outlines together with Gaia Robotics staff.

- Synthesize and edit input of other team members (including HQ technical and development staff) into the proposals
- Deliver quality products against a tight schedule and lead the submission of the application

Expectations:

- Become rapidly familiar with Gaia Robotics' Strategy Outcomes and Objectives and proposal development processes
- Availability to undertake assignments on short-notice.

Required Qualifications:

- B.Sc. or higher in an engineering or science-related field, preferably Electrical / Electronic, Mechanical or Computer Engineering, or Business Management. We are willing to consider applicants with other backgrounds, as long as there is a demonstrated ability to form technology-related narratives.
- Impeccable grasp of the English language, especially scientific and technical terminology
- Proven track record of excellent technical writing skills (e.g. R&D funding proposals of any kind, scientific publications, other technology-related content)
- Good understanding of the entrepreneurship / technology business landscape
- Ability to work independently with little or no daily supervision
- Strong interpersonal skills and willingness to communicate with clients, colleagues, and management
- Ability to work on multiple tasks simultaneously and prioritising accordingly
- Proficiency in Microsoft Word, Excel, PowerPoint and Visio or other equivalent software
- Strong organizational and analytical skills
- Proven ability to work collaboratively as a team member
- Ability to work and communicate efficiently in a fast paced, multi-cultural environment

Desired:

- M.Sc. in Management, Marketing, Finance, or related field
- Prior experience with Horizon 2020 or National applications
- Basic or advanced experience in graphics design
- Participation in a key position in a start-up
- Understanding of the funding landscape in Greece

Application:

Interested candidates are invited to submit their (a) Curriculum vitae or resume in English or Greek and (b) a brief statement of interest in Greek, including an indicative list of successful proposals.

Please forward your email to info@gaiarobotics.gr and / or christos.xouris@gaiarobotics.gr

Only shortlisted candidates will be contacted. Interviews will be conducted on a rolling basis.