

## Bid Writer / Proposal Developer / Funding Expert for EU Funded Projects

### About European Academy:

Our mission is to drive innovation and sustainability in professional education and project management across Europe and beyond. We are currently seeking a highly skilled and motivated individual to manage and coordinate the implementation of our Erasmus+ portfolio from our satellite office in Patras, Greece.

### Job Description:

We are seeking an experienced European Funding Specialist to manage the financial and administrative aspects of our Erasmus+ projects. This role will be integral to identifying new European funding opportunities, ensuring compliance with EU regulations, and optimising our participation in the European funding landscape. You will be the focal point for all funding-related aspects of our projects, collaborating with consortium partners and stakeholders to ensure long-term financial sustainability.

### Responsibilities:

- **Funding Acquisition:** Research and identify new European funding opportunities (e.g., Erasmus+, Horizon Europe, other EU-funded programs) to secure future projects for the organisation.
- **Proposal Writing:** Lead the preparation and submission of funding applications, collaborating with internal teams and external partners.
- **Compliance & Reporting:** Ensure that all financial reporting and project documentation meet the standards and requirements of EU regulations and funding bodies.
- **Consortium Liaison:** Maintain strong relationships with consortium partners, ensuring effective collaboration and communication on financial and administrative matters.
- **Budget Oversight:** Monitor and manage project budgets to ensure compliance with approved financial plans, making adjustments as needed.
- **Risk Management:** Identify and address financial risks, ensuring the financial integrity of ongoing projects.
- **Strategic Planning:** Work with senior management to align funding strategies with the long-term goals of the organisation, optimising participation in European programs.

### Requirements:

- **Educational Background:** Bachelor's or Master's degree in EU Studies, International Relations, Economics, Business, or a related field.
- **Experience:** Minimum of 5 years of experience working with European funding programs, particularly Erasmus+, Horizon Europe, or other EU initiatives.
- **Technical Skills:** Deep knowledge of EU funding mechanisms, application processes, and financial regulations. Familiarity with proposal writing, grant management, and budget oversight is essential.

- Language Skills: Fluency in English is required. Proficiency in Greek or other European languages is advantageous.
- Soft Skills: Strong analytical and organisational skills, with attention to detail in financial reporting and compliance. Excellent communication and negotiation abilities.
- European Project Knowledge: Expertise in navigating the complex landscape of European Union funding, especially Erasmus+ and other research/innovation programs.

What We Offer:

- A strategic role in shaping the future of our EU-funded project portfolio.
- Professional development opportunities in European funding and project acquisition.
- Competitive salary based on experience and qualifications.
- A dynamic and collaborative working environment focused on innovation and sustainability in the education sector.

How to Apply:

To apply, please submit your CV, cover letter, and references to [recruitment@european.academy](mailto:recruitment@european.academy) by 31.10.2025. Your cover letter should detail your experience in European funding, proposal writing, and managing EU funded projects.

European Academy is an equal opportunity employer. We encourage applications from all qualified individuals.

All applications will be treated confidentially.