

JOB PROFILE: Projects and Partnerships Manager

Please send your **CV** and **cover letter** to:

info@adr-association.eu

Job Summary:

We are seeking an experienced **Projects and Partnerships Manager** to strengthen ADRA's project execution, ecosystem engagement, stakeholder relations, and strategic communications. You will work closely with the Secretary-General and the wider secretariat to build and maintain high-value relationships between ADRA, its EU-funded projects and initiatives, and the broader AI, Data and Robotics ecosystem.

The role combines project execution, ecosystem engagement, partnership and stakeholder management, strategic communication, and senior-level events support, with a strong focus on connecting ADRA's members, partners, and Horizon Europe project consortia to the wider AI/Data/Robotics landscape and its key communities.

About the AI, Data and Robotics Association (Adra)

The vision of the European Partnership on AI, Data and Robotics (ADRA) is to boost European competitiveness, societal well-being, and environmental sustainability by leading the development and deployment of trustworthy AI, data, and robotics technologies.

ADRA acts as the contractual private counterpart to the European Commission for the implementation of the ADR co-programmed partnership under Horizon Europe.

ADRA is a small but growing non-profit association based in Brussels, working with a dynamic European ecosystem of industry, research, and innovation stakeholders.

We are looking for a motivated, mid-level team member who already knows the AI, Data and/or Robotics ecosystem and its communities, and who can help build lasting links between that ecosystem and ADRA's projects and partnerships.

Key Responsibilities

EU Project Support

- Support the management of EU projects by attending relevant meetings, contributing to the preparation of deliverables and events, and performing reporting activities in coordination with other colleagues.
- Contribute to the preparation of project proposals.
- Support coordination and liaison activities across ADRA's EU-funded projects, ensuring effective communication and alignment with ecosystem engagement priorities.

Help identify synergies between ADRA's various projects and initiatives and the wider ecosystem, facilitating knowledge-sharing and collaboration opportunities.

Ecosystem Engagement & Partnerships

- Identify, cultivate, and manage relationships with key stakeholders across the AI, Data and Robotics ecosystem, including industry players, research organisations, policymakers, and adjacent initiatives.
- Act as a connector between ADRA's European/Horizon Europe projects and relevant external communities, networks, and partners, helping surface synergies and collaboration opportunities.
- Support the development and growth of strategic partnerships that expand ADRA's reach and impact across Europe and internationally.
- Represent ADRA at external meetings, conferences, and ecosystem events as required, and support senior colleagues in high-level stakeholder engagements.

Stakeholder & Community Management

- Contribute to the growth and engagement of ADRA's membership community, working alongside colleagues responsible for day-to-day membership operations.
- Help identify and engage new potential members, partners, and ecosystem contributors aligned with ADRA's strategic priorities.
- Support the organisation of the General Assembly and other internal governance events relevant to partnerships and ecosystem stakeholders.

Strategic Communications

- Contribute to ADRA's project and general communications and positioning across the AI, Data and Robotics ecosystem, ensuring consistent messaging across channels.
- Support the development of communication materials, briefings, and content for stakeholders, events, and campaigns.
- Collaborate with the communications team on content promoting ADRA's projects, partnerships, and initiatives across website, newsletters, and social media.

Events & Programming

- Contribute to the strategic planning and delivery of ADRA's flagship events (such as the AI, Data and Robotics Forum, Future-ready and initiatives like the Catalyst end-user initiative), working closely with the events team.
- Support the design of event programming that connects ADRA's projects with wider ecosystem stakeholders and speakers.
- Support the coordination of high-level sessions, panels, and stakeholder meetings, including logistics oversight where needed.

Candidate Profile

Required Skills & Experience

- Degree in international relations, communications, European studies, business, or related fields.
- 3-5 years of relevant experience in project execution/management, stakeholder management, ecosystem/partnership engagement, communications, and EU affairs.

- Excellent written and verbal communication skills in English (working language); additional EU languages are an asset.
- Strong stakeholder management and relationship-building skills, with experience engaging senior-level contacts across industry, research, and policy.
- Experience in events coordination and programming, ideally including strategic or senior-level input (agenda-setting, speaker curation, high-level sessions).
- Proven ability to work independently, manage multiple priorities, and take ownership of projects with minimal supervision.

Desirable

- Background in AI, Data and/or Robotics, with existing knowledge of the ecosystem and its key communities and players.
- Familiarity with EU-funded projects, particularly Horizon Europe and Digital Europe, and the co-programmed partnership model.
- Experience in membership-based organizations, European associations, or other multi-stakeholder settings.
- Existing networks or relationships within the AI/GenAI ecosystem that could be leveraged to support ADRA's projects and partnerships.

Personal Attributes

- Self-starting profile, capable of working autonomously and taking initiative.
- Excellent interpersonal skills, comfortable engaging with senior stakeholders across industry, research, and policy.
- Strategic thinker, able to connect the dots between ADRA's projects, partners, and the broader ecosystem.
- Highly organized, reliable, and able to manage multiple workstreams and deadlines.
- Team player with a collaborative mindset and strong service orientation towards members and partners.

Values & Behaviours

- Joining a fast-paced start-up environment, you are willing to dive into uncertain or complex new areas of work and find creative solutions.
- A genuine interest in the AI, Data and Robotics ecosystem, and/or willingness to deepen your understanding of the challenges of the sector.
- Ability to work autonomously, effectively and efficiently, to organise your own work and communicate proactively about your needs and progress.
- High level of self-awareness, skilled in reflecting on your own behaviours and practices and adjusting them where necessary.
- Commitment to demonstrating ADRA's values and principles of work in your day-to-day.

What We Offer

- Type of contract: 2years fixed with potential extension
- Salary: commensurate with experience and qualifications of the candidate (3500-4500 EUR).
- Chèques Repas (meal vouchers).
- Hospitalisation insurance.
- Eco cheques.
- Group insurance.
- 9 extra-legal holidays on top of the 20 statutory holidays.

Recruitment Conditions

Applicants must be able to legally live and work in Belgium, as the contract will be subject to Belgian social security and taxes.

Preferred start date: 26.10.2026.

Adra is committed to providing an equal opportunity to work environment.

We will be evaluating applications on a rolling basis until we find the best candidate. Applications deadline: 20.10.2026; however, we strongly advise applying as early as possible. Only candidates selected for the interview will be contacted. Thank you for your understanding.

Your cover letter (maximum one page) should outline your suitability and motivation for the post. It should explicitly reference how your profile matches the different job requirements described above.

Please also include with your application the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide references.

There is no perfect candidate, so if you can picture yourself thriving in this role, we'd love to receive your application.

Incomplete applications will not be considered.

Please send your cover letter and curriculum vitae in English to the following email address: info@adr-association.eu, mentioning "Projects and Partnerships Manager - [Name of applicant]" in the subject line.