

Job Title: Grant & Investor Liaison (Part-Time / Freelance)

Location: Remote (preference for EU time zones)

Company: NaviRex GmbH; Hamburg-based climate tech start-up

Commitment: 8–10 hours/week | Freelance or Contract basis

Start: Immediate

About NaviRex

NaviRex is a Hamburg-based climate tech start-up reimagining carbon finance through circular solar deployment. We refurbish decommissioned European solar panels and install them across rural India, where our proprietary MRV platform enables the monetization of CO₂ savings through traceable, micro-scale carbon credits. Our mission is to bridge Europe's clean energy surplus with India's energy access and decarbonisation goals.

Role Summary

We're seeking a detail-oriented and proactive **Grant & Investor Liaison** to support our funding journey. You will coordinate EU grant processes (e.g., EIC Accelerator, BMWK, Horizon Europe) and investor communications, acting as a strategic bridge between the founders and external stakeholders.

Responsibilities

- **Grant Management**
 - Track deadlines and requirements for EU and German funding programs
 - Assist in refining application content, budgets, work packages, and milestones
 - Coordinate submission timelines with founders and technical team
 - Prepare compliance documentation and reporting templates
- **Investor Relations**
 - Maintain and update pitch materials, dataroom, cap tables, and financial projections
 - Support scheduling and prep for investor calls
 - Draft updates, quarterly briefs, and follow-ups with interested VCs and angels
- **Liaison & Reporting**
 - Liaise with legal/accounting firms to ensure reporting compliance post-funding
 - Coordinate feedback loops between grant agencies and the team
 - Track KPIs and impact metrics for grant and investor reporting

Requirements

- Second-level degree (Master's) or PhD in related field preferred
- Familiarity with **EIC Accelerator**, **BMWK Climate Fund**, or Horizon Europe
- Experience supporting **start-up fundraising** or grant reporting
- Excellent written communication and organizational skills
- Self-motivated with ability to work independently and meet deadlines

- Bonus: Background in climate, cleantech, carbon markets, or EU regulation

What We Offer

- Flexible working hours
- Front-row seat in a fast-scaling climate innovation start-up
- Visibility into both EU and India carbon markets
- Option to convert to a longer-term role or advisor position post-funding

To Apply

Email your brief CV and a short note on why you'd like to join us and how you can contribute to: ✉ careers.navirex@proton.me