

AITHYRA

About AITHYRA

AITHYRA is a pioneering biomedical research institute in Vienna, Austria, where artificial intelligence meets life sciences to drive the next biological revolution. AITHYRA is an institute of the Austrian Academy of Sciences (ÖAW) and was established with generous funding from the not-for-profit Boehringer Ingelheim Foundation Mainz. We are building a world-class collaborative environment that brings together AI specialists, experimental scientists, and engineers to push the boundaries of biomedical innovation and improve human health.

**Join us in shaping the future of biomedical AI—where science meets innovation,
and where magic happens.**

Grants Manager (all genders)

We are seeking a Grants Manager (mainly 'Pre Award') to identify funding opportunities and support our AI and LS researchers in preparing and submitting competitive grant applications. In this role, you will help secure vital research, infrastructure and training funding and ensure smooth, compliant grant management across the full project lifecycle.

You will work closely with the **Finance Department, Research Group Leaders**, and external Funding Agencies, and will be reporting to and get training from **Anita Ender, Managing Director Aithyra and CeMM**.

Start date: flexible

Contract: full-time

Positions available: 1

Your Tasks

- Manage grant applications, ensuring all requirements and deadlines are met.
 - Advising scientists/researchers on funding opportunities
 - Coordinating and managing grant applications
 - Proofreading of proposals
 - Budget calculations
- Preparation of grant agreements / consortium agreements
- Provide financial and legal advice to AITHYRA scientists
- Develop and submit high-quality grant proposals and applications
- Coordinate with internal teams to gather data for impact reporting

Your Profile

- Good understanding of national / international funding landscape (FWF, WWTF, Horizon Europe, etc.)
- Previous experience as Grant Manager or similar roles
- Excellent organizational skills with the ability to prioritize tasks and meet deadlines
- Confidence and ability to engage, communicate and build relationships at all levels within an organization
- Strong analytical and evaluative skills, proven project management skills

What We Offer

- A competitive salary (minimum gross annual salary of EUR 65000)
- Support for your wellbeing, including access to a company doctor
- Fresh fruits, sweet treats, and free coffee & tea are available every day
- Flexible working arrangements, with the option for one home office day per week
- Core hours: Monday-Thursday 09:00-15:00, Friday 09:00-13:00
- Meal allowance to make your day a little easier
- A welcoming community with diverse social and cultural activities

- Relocation support to help you settle in comfortably if you're moving to join us

Ready to help power breakthrough science through strategic funding?

Application Process

Please submit your application until: 10.04.2026

We will be in touch afterward.

- **CV** highlighting your relevant experience and achievements
- **Cover letter** outlining your motivation & relevant experience
- **Contact details** of at least two professional references

Should you have any questions, please contact the AITHYRA HR Team at recruitment@aithyra.ac.at

We are a curiosity-driven, globally minded organization committed to building an inclusive and flexible workplace. At AITHYRA, we believe diverse perspectives strengthen collaboration and spark innovation. We welcome applicants from all backgrounds, cultures, and experiences to help us create teams that reflect the communities our science serves. Your unique contribution matters here - come realize your full potential with us.

Apply now