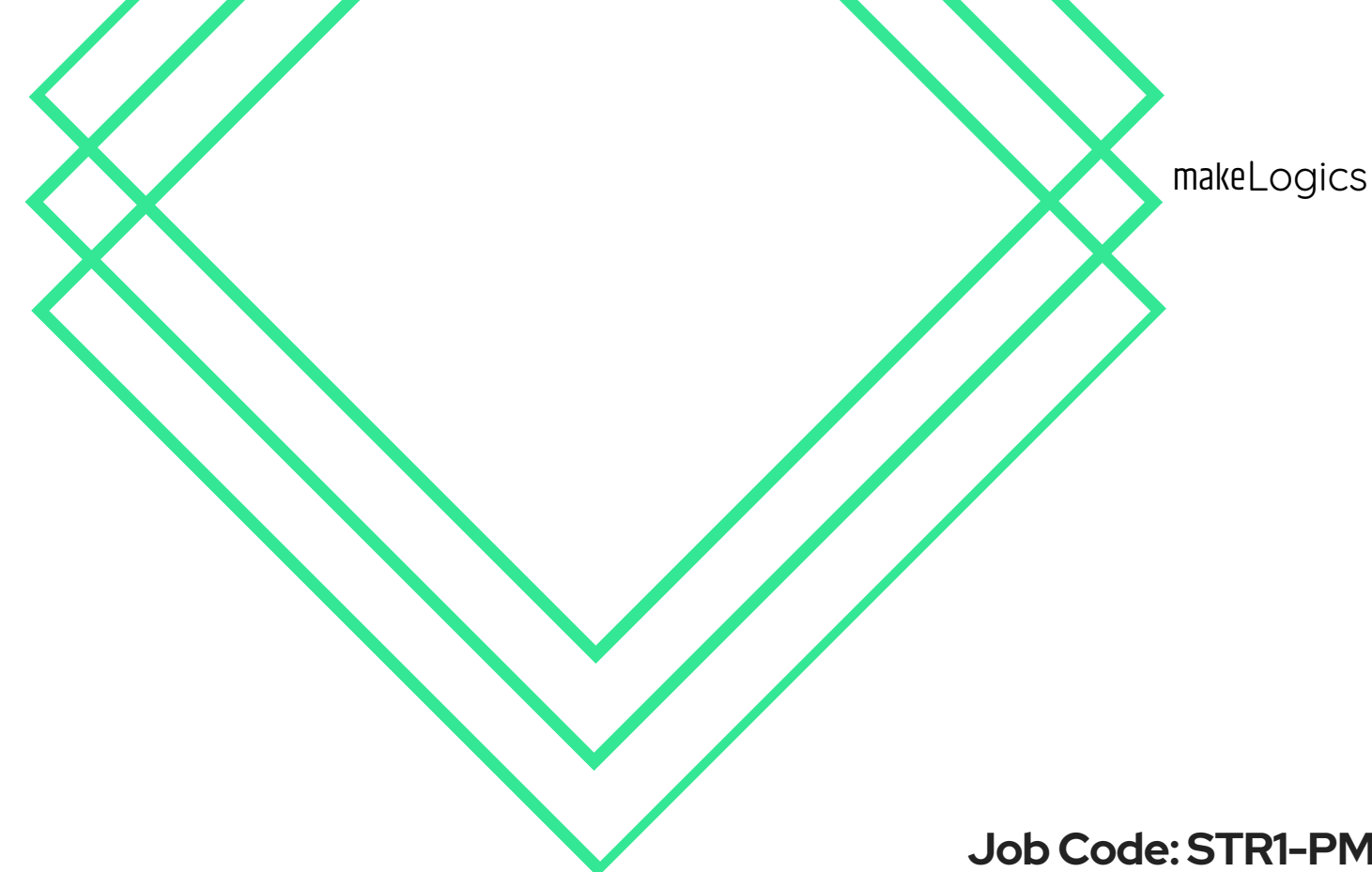


Incubator Management Jobs



Profiles- Manager, Senior Associate, Associate

Location: Bangalore, Shimla

Joining: Immediate

Remuneration:

Manager: INR 35,000- INR 40,000 per month

Senior Associate: INR 25,000-30,000 per month

Associate: INR 15,000-20,000 per month

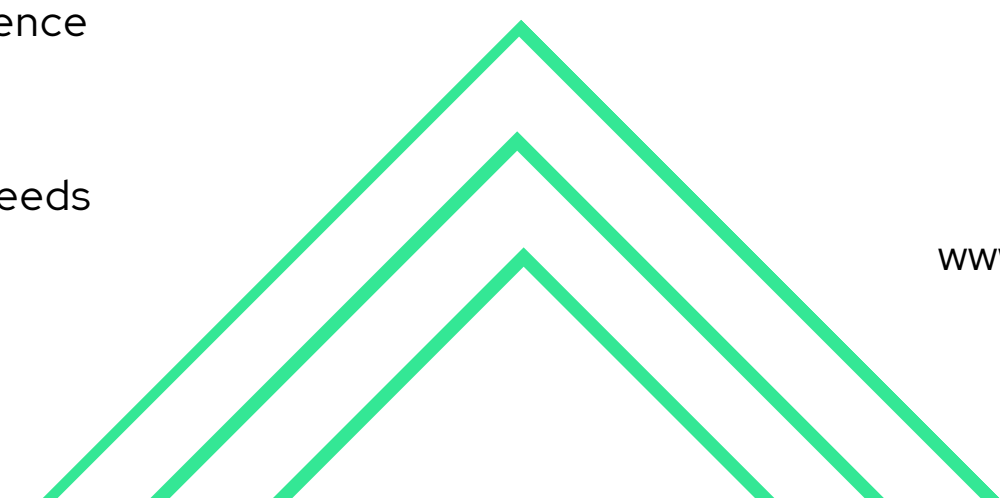
Role 1: Startup Incubator Program Management

Job Code: STR1-PM

The role involves designing and delivering the incubation program per the guidelines of funding agencies. The designation (manager, senior associate, associate) will be based on experience and suitability.

Responsibilities include but not limited to:

1. Incubation Program Management
 - a. Designing and running incubation programs, ensuring achievement of internal goals
 - b. Planning and executing regular engagement with startups
 - c. Facilitating support to startups on various fronts
 - d. Keeping track of progress and support provided to startups and monitoring the health of the portfolio
2. Community Management
 - a. Engaging with potential incubatees and creating a pipeline of applicants through programs and events, Maintaining a database of applicants and implementing a selection process
 - b. Engaging with and maintaining communications with potential investors, mentors, speakers, experts and government officials for various training/ selection/ mentorship programs/ events, Designing and implementing outreach efforts/ events, managing digital media presence
3. Administration and record keeping
 - a. Creating and maintaining data on incubated startups
 - b. Reporting data and preparing reports for various funding agencies, and other internal and external needs



Role 2: Startup Incubator Strategy & Marketing

Job Code: STR2-BM

The position entails communication planning, content development and content dissemination through suitable marketing channels. The designation (manager, senior associate, associate) will be based on experience and suitability.

Responsibilities include but not limited to:

1. Creating visibility for incubator and the incubated startups; Maintaining social media presence to enhance stakeholder engagement.
2. Building and executing a communication strategy through competitive research and audience identification.
3. Designing and implementing media campaigns for specific programs/ events.
4. Forging partnerships and collaborations for events/ programs.

Eligibility

1. Qualification: All roles require minimum bachelor's degree in science, engineering, business, or any other relevant area. A Master's Degree will be added advantage.

2. Experience: 0-2 years of work experience for Associate position, 3 years for Senior Associate position, and 6 years for Manager position. Preference will be given to those having experience in the startup incubation industry. Relevant experience with accelerators, startup ecosystem associations/ groups/ investor network, etc may be considered.

Skills

1. Business/ technology background; ability to take initiative or thrive in a non-standard role.
2. Excellent managerial, collaboration and networking skills with a proactive approach.
3. Excellent interpersonal and communication skills, fluency in written and spoken English.
4. Strong professional network in corporate/ startup ecosystem.
5. Experience of working in teams, managing subordinates and handling administration.

Terms/ Instructions:

1. Only shortlisted candidates will be contacted/ informed through email/ phone.