Position Open: General Manager at IIT Mandi Catalyst

Last Date for Application: Last date has been extended till Nov 25, 2020

Application Link: https://iitmandicatalyst.typeform.com/to/o2QNFpwR

IIT Mandi Catalyst is the first incubator in the state of Himachal Pradesh and has emerged as one of the leading incubators in the region in only four years of its existence. Having supported over 100 startups in its short lifespan, Catalyst is ready to scale up in the year 2021 and beyond. To support the expansion, we are looking for a champion who can lead the incubator team to scale the heights greater than what we have in the past. If you are passionate about technology based entrepreneurship, and identify with our goal of creating a vibrant startup ecosystem in the Hills, we invite you to apply for this position.

1. What is IIT Mandi Catalyst?

Away from pollution, long commute, noise and other big-city problems, IIT Mandi Catalyst offers a low-cost, peaceful and high tech destination to early stage startups. We help early stage startups through their idea-commercialization journey. We add most value to startups in ideation and product development phases by offering low cost work space, technical infrastructure, technical and business mentoring. We have a special focus on startups that want to solve problems of the Himalayan region. We give equal importance to startups that want to solve the problems of the world from the Himalayan region. We also have a soft corner for the social impact startups.

IIT Mandi Catalyst (section 8 company), the first Technology Business Incubator (TBI) in the state of Himachal Pradesh, has emerged as a leading incubator in the region in just four years of its existence. Over 100 startups have benefited from the support programs run by Catalyst. Catalyst currently hosts six funding schemes including the schemes sponsored by state and central governments, and we plan to host three new schemes in the next one year. Through the existing funding schemes, Catalyst has a funding of over INR 25 Cr. We are likely to attract new funding of over INR 40 Cr in the next one year to support our growth in the next five years. We have strong support from DST [GoI], HPCED (GoHP), and Meity (GoI) through the funding schemes. See more about Catalyst: www.iitmandicatalyst.in

2. Designation, Job Description, and Reporting

The position carries the designation of General Manager, and reports into Faculty Incharge of the incubator. The job description is as follows:

    a) Leadership
1. This is the senior most full time position in the incubator. Therefore, the incumbent is expected to implement the long term and short term goals of the organization.
2. The incumbent will be responsible for overall functioning of the incubator and hence has to provide leadership to the operational team.

    b) Program Management
1. Designing and execution of incubation program(s)
2. Planning and execution of regular engagement with startups
3. Planning and providing support to startups on various fronts
4. Keeping track of progress and support provided to startups
5. Planning, creating and maintaining resource bank and toolkits for startups
6. Planning and management of fund disbursement to startups

    c) Marketing and Communication Management
1. Creating marketing and communication strategy for the incubator

2. Supervising the execution of marketing and communication strategy
3. Liaising with government, host institution and other ecosystem stakeholders
4. 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

d) **Operations Management**
1. Identifying and applying for funding schemes, partnership opportunities, other relevant collaborations.
2. Supervising operations team in handling operational matters related to infrastructure, maintaining financial and administrative records
3. Supervising creation and Maintaining information databases

Running an incubator is like running a startup. The incumbent should be flexible to changing needs of the organization and adapt.

3. Essential Qualifications

1. A postgraduate degree in management, technology or related disciplines that exhibits candidate's training in the fields of management, technology, innovation, etc.
2. Minimum 10 years of work experience of which about 40-50% should be at managerial level
   a. Relevant experience includes work experience with incubator(s) or in an incubation ecosystem; experience with startups, investment companies, other bodies engaged in promotion and facilitation of startups; experience in roles involving/dealing with innovation, technology based product/service development.

4. Desired Traits and Skills

1. Proven ability to take initiative or thrive in/reinvent a non-standard role
2. Excellent managerial, collaboration and networking skills with a proactive approach to work
3. Excellent interpersonal and communication skills, fluency in written and spoken English
4. Demonstrated interest to interact and connect with people. Candidate should preferably have a strong professional network in corporate/startup ecosystem
5. Strong experience of working in teams, managing subordinates and handling administration processes

5. Remuneration and Location
Remuneration is negotiable based on qualification, relevant experience, skill set, and suitability. It is a full-time position based out of Mandi, Himachal Pradesh.

6. Work Hours/Travel
Normal work hours are 9:00 AM to 5:30 PM. However, Catalyst is in action round the clock. Typical activities/events organized by Catalyst run into late evenings and/or holidays/weekends. The role demands working extra hours and on call availability. The role will also require travelling on behalf of Catalyst from time to time.

For any queries, email us at: iitmandicatalyst@gmail.com

Terms/Instructions:

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

2. Catalyst reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written test/or interviews. The decision of the company in this regard will be final.

3. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.

4. The company can verify the antecedents or documents submitted by a candidate before appointment, at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.

5. If it is found at a later date that any information given in the application is incorrect/false the candidature/appointment is liable to be cancelled/terminated.

6. The company has the right to extend the last date of applications.

Note: All applications should be routed through the application link provided at the top of the advertisement. Email us only in case of questions.