Opening for Positions of a Incubation Manager and an Associate

Aug 14, 2018

Last Date for Application: Aug 26, 2018
Apply for Manager: https://iitmandicatalyst.typeform.com/to/OERXi9
Apply for Associate: https://iitmandicatalyst.typeform.com/to/K32JHZ

IIT Mandi Catalyst is looking for enthusiastic and resourceful individuals for the incubation center. Catalyst offers unique set of opportunities for creativity, dynamism and career growth for the deserving. Catalyst aims to build a vibrant startup ecosystem in Himalayan region and welcomes those interested in contributing to this larger goal through enabling Catalyst's efforts in the region.

1. What is Catalyst?

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Supported by DST [GoI], HPCED, and Vishal Bharat Comnet, Chennai, Catalyst is incubating technology based startups focused on economic and/or social impacts. IIT Mandi Catalyst is a Sec-8 non-profit company and hence is a separate legal entity from IIT Mandi. Catalyst offers a startup destination that is peaceful yet vibrant, low cost and yet hi-tech, and sans long commutes - probably the best place to put minds to ideas. See more about us on: www.iitmandicatalyst.in, Facebook: https://www.facebook.com/iitmandicatalyst/, Linkedin: https://www.linkedin.com/company/13298508/

Since its inception in 2016-17, Catalyst has received over 250 startup applications and supported about 20-25 of them. Currently, Catalyst has a portfolio of 15 startups in sectors that include renewable energy, road safety, disaster management, agrotech, edu-tech, ad-tech, travel management and others. Catalyst also focuses on enabling technology based solutions for economic and social problems facing Himalayan region. We maintain a co-work office space facility for startups with has a capacity of 30-35 seats. Residential facility is also provided to startups based on availability. Other than regular training and mentoring for startups, Catalyst hosts an annual event named 'Himalayan Startup Trek', a two day event that attracts startups, investors and experts in large numbers from all across India.

2. Job Description - Manager (1 Position)

Role and Responsibilities

The position carries designation of **Incubation Manager**. In case of candidate having relevant experience of over 6 years, the designation may be called **'General Manager'**. The incumbent will be the face of incubation programs at Catalyst. The position reports into Faculty Incharge from IIT Mandi and works closely with overall management team of Catalyst. Following are the primary responsibilities in this role:

1. Incubation Program Management
   a. Designing and running incubation program(s), Regular engagement with startups
   b. Providing/facilitating support to startups on various fronts, Keeping track of progress and support provided to startups, Maintaining resource bank and toolkits for startups
2. Community Management

    a. Engaging with potential incubatees and creating pipeline of applicants through programs and events, Maintaining database of applicants and implementing 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. Administrative: Setting up infrastructure, Overseeing financial and administrative record keeping

4. Growth and Fundraising: Planning and designing new programs; executing strategies for fundraising from government bodies and/or private organizations

Essential Qualifications
1. A postgraduate degree in relevant discipline
2. Minimum 4 years of work experience in startup, non-profit, tech/business organizations

Essential Traits and Skills
1. Business Background/Understanding/Experience; Ability to take initiative or thrive in 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

Desired Traits and Skills
1. Strong professional network in corporate/startup ecosystem
2. Strong experience of working in teams, managing subordinates and handling administration processes
3. Awareness of startup ecosystems; Excitement in working with youngsters; Working knowledge of IP processes

Remuneration & Accomodation
This position will have a consolidated monthly remuneration in the range of ₹50,000-80,000, negotiable based on factors such as relevant experience, education, suitability and commitment. It is a full-time contractual position for two years (3 month probation) which may be extended based on performance. The position is based out of Mandi, Himachal Pradesh. Accommodation on the IIT Mandi campus will be offered on a chargeable basis, subject to availability.

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3. Job Description - Associate (1 Position)
Role and Responsibilities
1. Outreach Management
    a. Engaging with potential incubatees and creating pipeline of applicants through programs and events, implementing selection process
    b. Engaging with and maintaining communications with potential investors, mentors, speakers, experts and government officials for various training/selection/mentorship programs/events
    c. Designing and implementing outreach efforts/events, managing digital media presence

    d. Ensuring incubatee engagement by planning and scheduling mentor sessions

    e. Creating and maintaining institutional and governmental partnerships

2. Communications Management

    a. Build and execute a social media strategy through competitive research and audience identification.

    b. Create and share content regularly, including graphics and video and curate relevant news.

    c. Respond to inbound queries for incubation support in a timely manner.

Essential Qualifications

- Minimum Graduate degree. Master Degree is preferred.
- 2 years' experience working in a corporate, startup or non-profit.

Essential Traits and Skills

- Experience in digital media management / digital marketing / social media marketing / marketing / similar roles
- Excellent interpersonal and english communication skills (written and oral)

Desired Traits and Skills

- Working knowledge of designing softwares such as illustrator / Photoshop / Coreldraw / similar
- Interest and knowledge of entrepreneurship ecosystem
- Experience in curating and executing events

Remuneration

It is a full time and contractual position for one-year [extendable based on performance] at Catalyst, a Section 8 Company. The position is based in Mandi and will have a monthly remuneration between ₹25,000 to ₹35,000 depending on Experience, Education, Suitability and Commitment and other relevant factors.

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4. Terms and Instructions

- Only shortlisted candidates will be contacted/informed through email.
- 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.
- Documentary evidence of all educational and professional qualifications will be required to be produced when specified.
- 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.
- 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.

Contact Us

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