

## Current Job Openings

### IIT Mandi Catalyst, A Technology Business Incubator

**Last Date to Apply: Jan 10, 2022**

#### What is IIT Mandi Catalyst?

Launched in 2016, IIT Mandi Catalyst is the first Technology Business Incubator (TBI) in the state of Himachal Pradesh. Supported by the Department of Science and Technology [GoI], HPCED, and MeitY, Catalyst provides incubation support to technology-based startups focused on creating value and impact in the economic and/or social sector. Catalyst currently hosts ten funding schemes including the schemes sponsored by state and central government. Through the existing funding schemes, Catalyst has committed funding support of over INR 6 Cr to startups to date. We are likely to provide over INR 40 Cr in the next 5 years to startups as financial support.

Since its inception in 2016-17, Catalyst has received over 1500 startup applications and supported about 180 of them. Currently, Catalyst has a portfolio of about 85 startups in sectors that include renewable energy, road safety, disaster management, agrotech, edutech, ad-tech, health-tech, travel management, and others. Catalyst also focuses on enabling technology-based solutions for economic and social problems facing the Himalayan region. We maintain a co-work office space facility for startups. Residential facilities are also provided to startups based on availability. Other than regular training and mentoring for startups, Catalyst hosts an annual event titled 'Himalayan Startup Trek', a two-day event that attracts startups, investors, and experts in large numbers from across India.

*IIT Mandi Catalyst is looking for enthusiastic and resourceful individuals to be part of our growth story. Catalyst offers a unique set of opportunities for creativity, dynamism, and career growth.*

**Currently, there are the following vacant positions:**

1. **Manager (1)**
2. **Associate (2)**
3. **Executive (1)**

#### **1. Manager - FundRaising | Full-time position in IIT Mandi Catalyst, a Section 8 company**

**Location:** IIT Mandi Campus

**Job Description:** The Fundraising Manager will be responsible for building out the fundraising function at the incubator to grow the scale and impact of our programs. The position reports to the General Manager of the incubator. The job description is as follows:

**a. Fundraising Strategy and Implementation**

1. Understand the needs of the organization and all its programs/startups, remain abreast of donor trends and design an effective fundraising strategy
2. Lead implementation of diversified fundraising strategy through partnerships with CSR funding agencies/corporates
3. Generate leads, work with the portfolio teams to structure and write concept notes and proposals, follow up with different categories of funders, liaise with various internal stakeholders as needed, and take fundraising conversations to closure

**b. Building and Leveraging Relationships**

1. Be the face of IIT Mandi Catalyst at all appropriate forums and build partnerships with existing and potential donors and other stakeholders to raise funds.
2. Establish positive relationships with stakeholders in every sector, including government representatives/CSR funding agencies and media members.
3. Deepen existing relationships and strategically leverage the network and goodwill.

**c. Communications and Collateral**

1. Strengthen the current fundraising collateral, including the pitch deck, and sharpen the messaging/ pitch in accordance with fundraising strategy and type of funder.
2. Work with communication team to ensure messaging in newsletters, media, and on the website is aligned with the Fundraising strategy
3. Evaluate the effectiveness of specific events and advertising campaigns.

**d. Donor Management**

1. Ensure deliverables for all donors are met and reports are completed to deadlines.
2. Enhance donor engagement by working in close collaboration with program/portfolio teams.

**Essential Qualifications:**

1. Bachelor's degree in science, engineering, business, or similar. A Master's Degree will be advantageous.
2. Minimum 8 years of work experience, out of which about 40-50% should be in fundraising/corporate expansion/business development
3. Result oriented and target driven professional
4. Domain knowledge of one or more technology sectors and impact areas such as Climate Change, Waste Management, Healthcare, and Agritech

**Desired Skills/Traits**

1. Understanding of incubator operations and knowledge of startup ecosystems.
2. Demonstrated expertise and proven experience in fundraising for non-profits, venture funds
3. Excellent interpersonal and relationship management skills
4. Team player, with the ability to work collaboratively as part of a small dynamic team
5. Strong sense of ownership for the quality of work, deliverables, and outcomes.

6. Administrative and managerial skills with the ability to multitask. Proficiency in Microsoft Office or compatible applications, collaborative Apps (Slack, Microsoft Teams, Google docs/sheets), and audio and video conferencing tools.
7. Excellent communication skills – written and oral (English)
8. Good negotiation and presentation skills
9. Ability to plan and execute small-medium size events
10. Should be willing to travel as required
11. Should be able to perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances.

**Remuneration and Accommodation:** Compensation will range between INR 75000-INR 85000 per month based on relevant experience and suitability/fit. Suitable hostel accommodation on campus may be provided to the outstation candidates based on availability and paid basis.

**Apply here:** <https://iitmandicatalyst.typeform.com/to/sXDUgMvP>

## 2. Associate | Full-time position in IIT Mandi Catalyst, a Section 8 company

**Location:** IIT Mandi Campus

**Job Description:** The associate shall be responsible for end-to-end startup portfolio management. The responsibilities include, but are not limited to:

- a. **Sourcing and screening startups applications:** coordinating startup admission process by calling and screening the startup applications.
- b. **Supporting startups:** Onboarding the start-ups, assessment of startups' needs, coordinating the delivery support, event management, and fund disbursal.
- c. **Monitoring startup progress:** Tracking and monitoring the progress of startups, reporting performance and status of startups.
- d. Any other duties as required as per the needs of the organization.

### Essential Qualifications

1. Bachelor's degree in engineering, business, or similar. A Master's Degree will be advantageous.
2. A minimum of two years' work experience in the startup ecosystem i.e. incubator, accelerator, associations, or a non-profit with a primary focus on facilitating and activating support for startups or similar work experience.

### Desired Skills/Traits

1. Understanding of incubator operations and knowledge of startup ecosystems.
2. Interest and passion for nurturing technology innovation/ entrepreneurship.
3. Administrative and managerial skills with the ability to multitask. Proficiency in Microsoft Office or compatible applications, collaborative Apps (Slack, Microsoft Teams, Google docs/sheets), and audio and video conferencing tools.
4. Proficiency in written and spoken English.
5. Ability to handle communication and coordination with ecosystem stakeholders
6. Ability to plan and execute small-medium size events

**Remuneration and Accommodation:** Compensation will range between INR 25,000-INR 35,000 per month based on relevant experience and suitability/fit. Suitable hostel accommodation on campus may be provided to the outstation candidates, based on availability, and on a paid basis.

**Apply here:** <https://iitmandicatalyst.typeform.com/to/bog9XbWD>

### 3. Executive | Full-time position in IIT Mandi Catalyst, a Section 8 company

**Location:** IIT Mandi Campus

**Job Description:** The responsibilities include, but are not limited to:

1. Handling official paperwork, record keeping, and internal/external liaison
2. Handling administrative and logistics work relating to the arrangement of travel, boarding, lodging of official guests/visitors/speakers
3. Coordinating the startup admission process by calling and screening the startup applications.
4. Onboarding the start-ups, assessing startups' needs, coordinating the delivery support, event management, and fund disbursal.
5. Any other duties as required as per the needs of the organization.

#### Essential Qualifications & Skills

1. Graduation in relevant discipline.
2. Excellent knowledge of computer applications (MS Office, Email application, Internet browsing)
3. Good spoken and written English
4. An interest and understanding of the startup ecosystem

**Remuneration and Accommodation:** Compensation will range between INR 20,000-INR 25,000 per month based on relevant experience and suitability/fit. Suitable hostel accommodation on campus may be provided to the outstation candidates, based on availability, and on a paid basis.

**Apply here:** <https://iitmandicatalyst.typeform.com/to/BHh439LV>

*Note: Enclosed is an addendum to the post of **Executive (01 Post)** advertised on Dec 27, 2021.*

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#### 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 part without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for the selection process. The decision of the company in this regard will be final.
- Documentary evidence in support 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 the 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 clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.



## IIT Mandi Catalyst

A section 8 non-profit company  
iitmandicatalyst.in | 01905-267926

IIT Mandi Kamand Campus Himachal Pradesh-175005, India

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- 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.
- Catalyst can hire more or less than the number of positions advertised without providing any reason.

### **Contact Us**

IIT Mandi Catalyst, A Section 8 Company  
IIT Mandi Campus, Kamand, District Mandi  
Himachal Pradesh 175005

**Website:** [www.iitmandicatalyst.in](http://www.iitmandicatalyst.in)

**Facebook:** <https://www.facebook.com/iitmandicatalyst/>,

**LinkedIn:** <https://www.linkedin.com/company/13298508/>

For any questions, email us at [iitmandicatalyst@gmail.com](mailto:iitmandicatalyst@gmail.com)

**Note:** *All applications will be routed through the application links provided in the advertisement. Email us only in case of questions.*

Date: Jan 05, 2022

## **ADDENDUM**

### **For the post of Executive (01 Post)**

IIT Mandi Catalyst, A Technology Business Incubator

**Applications Closing on: Jan 10, 2022**

**The following responsibilities have been added with respect to the advertisement for the Post of Executive (01 Post).**

#### **Key responsibilities include:**

1. Recording day-to-day financial transactions in Journal
2. Maintaining and managing records of financial transactions
3. Preparing and maintaining purchase orders, invoices, and payment orders
4. Preparing financial statements, reports, utilization certificates
5. Conducting reconciliation of banking transactions
6. Coordinating internal and external audits
7. Analyzing financial information in order to identify discrepancies
8. Performing such other duties as required as per the needs of the company