Current Job Openings - General Manager, Manager, Assistant Manager

Last Date for Application: Sep 25, 2022 (or till the posts are filled)

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

About 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 more than ten funding schemes, including those sponsored by state and central government. Catalyst has committed funding support of over INR 6 Cr to startups through the existing funding schemes. 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 supported over 260 startups. Catalyst has a portfolio of about 130 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.

General Manager - Full-time position in IIT Mandi Catalyst, a Section 8 company

Location: IIT Mandi Campus

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

1. **Leadership**
   a. 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 organisation.
   b. The incumbent will be responsible for the overall functioning of the incubator and hence has to provide leadership to the operational team of about 20 people.
   c. The incumbent will be responsible for matters related to operations, finance, marketing and programs.
   d. The incumbent will be responsible for establishing systems and procedures to smoothen the operations so as to make the operational team more efficient and effective.

2. **Stakeholder Management**
   a. Establishing and maintaining relationships with stakeholders, including host institutions, government bodies, funding agencies, sponsors, investors, mentors, startups, industry, etc.

3. **Startup Growth and Portfolio Management**
   a. The incumbent will be responsible for nurturing and guiding the startup founders in the incubation program and helping them plan the next growth phase.
   b. The incumbent must be well networked with the ecosystem and industry to enable startup connections.

4. **Fundraise**
   a. The incumbent will be responsible for identifying and applying for new schemes, partnership opportunities and other relevant collaborations.
   b. The incumbent will be responsible for identifying CSR funding opportunities and raising funds for the incubator.

Overall, the incumbent should be flexible to changing needs of the organisation and adapt to meet the requirements of a fast-growing incubator.

Essential Qualifications:

1. Bachelor's degree in science, engineering, business, or any other relevant area. A Master's Degree will be advantageous..

2. Minimum 10 years of work experience, of which about 40-50% should be at managerial level.

3. Relevant experience includes work experience with incubator(s) or in the incubation ecosystem; experience with startups, investment companies, and other bodies engaged in the promotion and facilitation of startups; experience in roles involving/dealing with innovation and technology-based product/service development.

Desired Skills/Traits:

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 in interacting and connecting with people. Candidate should preferably have a strong professional network in the corporate/startup ecosystem
5. Strong experience in working with teams, managing subordinates and handling administration processes

Remuneration: The compensation will range between INR 115,000 - INR 140000 per month based on relevant experience and suitability/fit. Suitable accommodation on campus may be provided to the outstation candidates based on availability and paid basis as per norms of IIT Mandi.

Apply here the position for GM: https://iitmandicatalyst.typeform.com/to/FIHZsEFh

Manager (Incubation) | Full-time position in IIT Mandi Catalyst, a Section 8 company

Location: IIT Mandi Campus

Job Description: The Incubation Manager will be responsible for the overall management of incubation programs and funding schemes at the incubation. The job description is as follows:

a. **Incubation Program Management**
   1. Providing supervision and guidance to the operational team on the planning and execution of incubation programs and funding schemes.
   2. Conceptualizing and planning of incubation programs and funding schemes
   3. Ensuring portfolio health and compliance with guidelines/rules of funding agencies.
   4. Establishing strong and transparent incubation practices, systems and procedures for efficient and effective program execution
   5. Ensuring achievement of internal incubation goals
   6. Conceptualizing and executing a high-touch mentoring agenda for the startups

b. **Community Management**
   1. Establishing and maintaining communication with industry and government stakeholders to enable support for startups
   2. Onboarding and maintaining mentors from the industry to provide mentoring support to startups.
   3. Planning outreach activities, events, partnerships, and collaborations to strengthen the pipeline of incubatees
   4. Engaging with and maintaining communications with potential investors, mentors, speakers, experts and government officials for various training/selection/mentorship programs/events
   5. Ensuring regular social media presence by spreading news about portfolio startups and other updates on the incubator

c. **Administration and record keeping**
   1. Conceptualising and designing management information systems to enable data-based analysis, report generation and data-based decision making
   2. Identifying and discovering technology-based interventions/systems to make incubation operations more efficient and effective
   3. Ensuring periodical/need-based report generation as per the needs of the organization
   4. Establishing and maintaining a strong grievance redressal mechanism for startups

d. **Handling any other special projects/initiatives from time to time**

Essential Qualifications:

1. Bachelor's degree in science, engineering, business, or any other relevant area. A Master's Degree will be advantageous.

2. Minimum 8 years of work experience. Preference may be given to those having 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. 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
4. Strong professional network in corporate/startup ecosystem
5. Strong experience of working in teams, managing subordinates and handling administration processes
6. Awareness of startup ecosystems; Excitement in working with youngsters; Working knowledge of IP processes

Remuneration and Accommodation: The compensation will range between INR 65000 - INR 90000 per month based on relevant experience and suitability/fit. Suitable accommodation on campus may be provided to the outstation candidates based on availability and paid basis as per norms of IIT Mandi.

Apply here for the positon of Manager: https://iitmandicatalyst.typeform.com/to/Q5AI6pQx

Assistant Manager (Incubation) | Full-time position in IIT Mandi Catalyst, a Section 8 company

Location: IIT Mandi Campus

Job Description: The Assistant Manager will be responsible for designing and delivering the incubation program and funding schemes per the guidelines of funding agencies. The job description is as follows:

1. **Incubation Program Management**
   a. Designing and running incubation programs, ensuring achievement of internal goals
   b. Planning and executing regular engagement with startups
   c. Providing/facilitating support to startups on various fronts
   d. Keeping track of progress and support provided to startups and monitoring the health of the portfolio
   e. Maintaining resource bank and toolkits for startups

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
   c. Ensuring grievance redressal of startups and ensuring timely support

4. **Handling any other special projects/initiatives from time to time**

Essential Qualifications:
1. Bachelor's degree in science, engineering, business, or any other relevant area. A Master's Degree will be advantageous.
2. Minimum 6 years of work experience. Preference may be given to those having 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. 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
4. Strong professional network in corporate/startup ecosystem
5. Strong experience of working in teams, managing subordinates and handling administration processes
6. Awareness of startup ecosystems; Excitement in working with youngsters; Working knowledge of IP processes

Remuneration and Accommodation: The compensation will range between INR 45000- INR 60000 per month based on relevant experience and suitability/fit. Suitable accommodation on campus may be provided to the outstation candidates based on availability and paid basis per IIT Mandi's norms.

Apply here for the position of Assistant Manager: https://iitmandicatalyst.typeform.com/to/AI2ddHYv

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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 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.

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 applicants will be considered till the post is filled.

Contact Us

IIT Mandi Catalyst, A Section 8 Company, IIT Mandi Campus, Kamand, District Mandi, Himachal Pradesh 175005
Email: iitmandicatalyst@gmail.com
Website: www.iitmandicatalyst.in

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