

## **Opening for Manager, Senior Manager, Associate General Manager(Investment)**

**Last Date to Apply: 25th April, 2026 or until the position is 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.*

**IIT Mandi Catalyst**, the first Technology Business Incubator (TBI) in the state of Himachal Pradesh, is a non-profit Section 8 company established at the Indian Institute of Technology Mandi (IIT Mandi). The incubator was set up with the initial support of the Department of Science and Technology (DST), Government of India, and has since received continued support from several key government bodies including the Ministry of Electronics and Information Technology (MeitY), Biotechnology Industry Research Assistance Council (BIRAC) under the Department of Biotechnology (DBT), Startup India under the Department for Promotion of Industry and Internal Trade (DPIIT), and the Department of Industries, Government of Himachal Pradesh under the Startup Himachal initiative. IIT Mandi Catalyst has also been selected as an Established Incubation Centre (EIC) by the Atal Innovation Mission (AIM), NITI Aayog, and receives support from various CSR partners. With a mission to strengthen the startup ecosystem in the Himalayan region and across the country, the incubator focuses on nurturing deep-tech and engineering-driven startups.

**To know more, visit our website: [www.iitmandicatalyst.in](http://www.iitmandicatalyst.in)**

<b>Job Title</b>	Manager, Senior Manager, Associate General Manager (Investment)
<b>Location</b>	Mandi, Himachal Pradesh
<b>Company</b>	IIT Mandi Catalyst
<b>Employment Type</b>	Full-Time (Onsite)
<b>Remuneration</b>	As per industry norms and candidate experience.
<b>Application through</b>	Application links provided in the advertisement

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## Key Responsibilities

- Lead investment support activities for incubated startups, including fundraising preparation and investor outreach.
- Conduct compliance checks and due diligence review of startups before investment readiness.
- Review startup documentation, including incorporation records, cap tables, shareholder agreements, financial statements, and statutory filings.
- Support startups in preparing pitch decks, financial projections, valuation summaries, and data room documentation.
- Coordinate with investors, angel networks, VCs, and funding agencies for meetings and follow-ups.
- Track funding pipeline, investment status, and investor engagement through structured MIS and dashboards.
- Ensure regulatory and statutory compliance before and after investment.
- Assist in drafting and reviewing term sheets, investment notes, and related documentation in coordination with legal advisors.
- Maintain confidential records of investments, fund utilisation, and compliance documentation.
- Prepare internal reports related to investments, funding status, and portfolio performance.

## Required Skills

- Strong understanding of startup fundraising processes and investment lifecycle.
- Knowledge of compliance requirements related to private limited companies, LLPs, and startup entities.
- Understanding of term sheets, equity structures, cap tables, ESOPs, CCPS, CCDs, and shareholder agreements.
- Proficiency in Microsoft Excel, including financial modelling, projections, and data analysis.
- Strong skills in Microsoft Word and PowerPoint for documentation and investor presentations.
- Good analytical ability and attention to detail.
- Strong communication and coordination skills.

## Essential Qualifications

### Education & Qualifications.

- Bachelor's degree in Commerce, Finance, Management, Economics, or related field.
- An MBA in Finance or equivalent qualification will be preferred.
- Certification or coursework in Financial Modelling, Investment Analysis, or Startup Finance will be an added advantage.

## Experience

- Relevant skills and domain knowledge are required as per the position:
- Minimum 5+ years of relevant experience in investment support, startup ecosystem, and venture capital.

## Preference for candidates with experience in:

- Managing investor documentation and funding processes.
- Conducting startup due diligence and compliance checks.
- Supporting startups in fundraising rounds and investor readiness programs.
- Working within incubation centres, accelerators, or startup ecosystem platforms.
- Handling reporting requirements for government grants or investment-linked programs.

## 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 tests/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 later 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.*

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