

Opening for Lead (Portfolio Management)

Last Date to Apply: 31st May 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.itmandicatalyst.in

Job Title	Lead (Portfolio Management)
Location	Mandi, Himachal Pradesh
Company	IIT Mandi Catalyst
Employment Type	Full Time
Remuneration	As per industry norms and candidate experience.
Application through	Application links provided in the advertisement

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Role Overview:

The Incubation Program Manager will be responsible for managing and executing startup incubation and accelerator programs while supporting startup growth, stakeholder engagement, and ecosystem development. The role involves program execution, startup mentoring coordination, investor engagement, reporting, and cross-functional collaboration to ensure the successful delivery of incubation initiatives.

Key Responsibilities:

- Lead end-to-end delivery and execution of incubation, corporate, and international accelerator programs, ensuring timelines, milestones, deliverables, and KPIs are consistently achieved.
- Understand startup-specific requirements based on their business stage and support founders in business development activities, including sales pitches, customer connects, customer need assessment reviews, market entry strategies, and growth planning.
- Manage startup onboarding, mentorship, portfolio tracking, KPI monitoring, sector mapping, progress reviews, and risk identification to ensure measurable startup outcomes.
- Provide strategic advisory support on business models, product development, commercialisation strategies, intellectual property, and operational planning.
- Support startups in fundraising activities, including pitch deck preparation, financial models, mock pitches, investor readiness, grant facilitation, and coordination with angel investors, venture capital firms, corporates, and government funding agencies.
- Serve as the primary SPOC for startups, corporate clients, international partners, mentors, investors, and ecosystem stakeholders while ensuring effective communication and stakeholder management.
- Organise and coordinate mentorship sessions, workshops, training programs, and ecosystem engagement activities to strengthen founder capabilities and startup performance.
- Maintain structured reports, trackers, utilization reports, case studies, and ensure compliance with organizational SOPs, client requirements, grant reporting standards, including(TIDE, DST, and related programs)
- Coordinate across operations, partnerships, marketing, finance, and legal teams to ensure smooth program execution and effective resolution of operational escalations.
- Build and maintain strong relationships with industry experts, government bodies, mentors, funding agencies, investors, and startup ecosystem partners to support collaboration and ecosystem development.
- Identify operational challenges, monitor startup and program performance, provide structured solutions, and support continuous improvement initiatives within incubation and accelerator programs.

Required Skills & Competencies:

- Program and project management
- Startup ecosystem understanding
- Stakeholder and client relationship management
- Startup mentoring and business advisory
- Reporting and documentation
- Communication and presentation skills
- Problem-solving and coordination abilities
- Knowledge of startup funding and the incubation ecosystem

Preferred Qualification:

- Bachelor's/Master's degree in Management, Business Administration, Entrepreneurship, Engineering, or related field.
- Prior experience in incubation centres, accelerators, startup ecosystem organisations, or innovation programs preferred.

Experience

Relevant skills and domain knowledge are required as per the position:

- Minimum 3–5 years of relevant experience in the startup ecosystem, incubation centres, accelerator programs, innovation management, portfolio management, or entrepreneurship support initiatives.
- Strong understanding of startup business models, market access strategies, customer engagement, ecosystem building, and startup growth support activities.
- Prior experience in managing incubation or accelerator programs, investor engagement, startup portfolio tracking, and cross-functional coordination will be preferred.

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 in 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 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