



IIT Mandi Catalyst
A section 8 non-profit company
iitmandicatalyst.in | 01905-267926
IIT Mandi Kamand Campus Himachal Pradesh-175005, India

Current Job Openings - Incubation Program management, Community management, Social Media and Marketing management, Operations and HR management

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

Location: IIT Mandi Campus

Last Date for Application: April 30, 2023 (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, MeitY, Startup India, and IIT Mandi iHub and HCI Foundation, 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 12 Cr to startups through the existing funding schemes.

Since its inception in 2016-17, Catalyst has supported over 340 startups. Catalyst has an active startup portfolio of about 150 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.

ROLE 1. INCUBATION PROGRAM MANAGEMENT

Designation: Based on number of years of relevant experience, the candidate can be given the title of associate, senior associate, assistant manager, manager or senior manager.



Responsibilities: The incumbent will be responsible for designing and delivering the incubation program per the guidelines of funding agencies. The designations (associate, senior associate, assistant manager, manager, & senior manager) will be based on experience and suitability. The responsibilities include:

1. Incubation Program Management
 - a. Designing and running incubation programs, ensuring achievement of internal goals
 - b. Planning and executing regular engagement with startups including workshops, group sessions, mentor meetings, meet ups, etc
 - 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. Stakeholder 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, record keeping and reporting
 - 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

Apply here: <https://iitmandicatalyst.typeform.com/to/WkHd1mJh>

Essential Qualifications:

1. **Qualification:** Minimum bachelor's degree in science, engineering, business, management, or any other relevant area. A Master's Degree will be advantageous.



2. **Experience:** 2 years of experience for Associate, 4 years for Senior Associate, 6 years for Assistant Manager, and minimum 8 years of experience for the Manager and Senior Manager position is preferred. Preference will be given to those having experience in the incubation industry. Relevant experience with accelerators, startup ecosystem associations/groups/investor network, etc may be considered.

Desired Skills/Traits

- Ability to independently think, plan and execute projects/initiatives/events
- Excellent managerial, collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills, fluency in written and spoken English.
- Business/technology background/understanding/experience; ability to take initiative or thrive in a non-standard role.
- Strong experience of working in teams, managing subordinates and handling administration processes.

Remuneration and Accommodation: The remuneration is negotiable 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 institute's norms.

ROLE 2: COMMUNITY MANAGEMENT

Designation: Based on number of years of relevant experience, the candidate can be given the title of associate, senior associate, assistant manager, manager or senior Manager.

Responsibilities: The incumbent will be responsible to create and improve meaningful engagement of Catalyst with its internal and external stakeholders including startups, host institution, mentors, investors, funding agencies, government, startup ecosystem and media. The responsibilities include, but not limited to:

1. Planning and forging fruitful partnerships with stakeholders including corporate and government to enable startup growth
2. Liasing with stakeholders on regular basis to ensure regular engagement and dialogue
3. Representing Catalyst on events/panels/relevant platforms and networking
4. Designing and implementing new initiatives to enhance outreach, startup connect, corporate connect, and government connect
5. Planning and implementation national level and focussed startup events



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6. Curating and executing new engagement programs/initiatives to enhance physical, virtual and media presence of Catalyst across the national startup ecosystem
7. Preparing proposals, concept notes, and business plans for new initiatives
8. Thought leadership through content planning and writing including blogs, articles, reports, and similar content for larger consumption.
9. Administrative responsibilities required to achieve the above
10. Any other work assigned from time to time

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Essential Qualifications:

- **Qualification:** Minimum bachelor's degree in science, engineering, business, management, Mass communication, Journalism, or any other relevant area. A Master's Degree will be advantageous.
- **Experience:** 2 years of experience for Associate, 4 years for Senior Associate, 6 years for Assistant Manager, and minimum 8 years of experience for the Manager and Senior manager position is preferred. Preference will be given to those having experience in the incubation industry. Relevant experience with accelerators, startup ecosystem associations/groups/investor network, etc may be considered.

Desired Skills/Traits

- Ability to independently think, plan and execute projects/initiatives/events
- Ability to initiate and hold conversations with senior corporate executives and government officials
- Excellent managerial, collaboration and networking skills with a proactive approach to work.
- Excellent interpersonal and communication skills, fluency in written and spoken English.
- Business/technology background/understanding/experience; ability to take initiative or thrive in a non-standard role.
- Strong professional network in corporate/startup ecosystem.
- Strong experience of working in teams, managing subordinates and handling administration processes.

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ROLE 3: SOCIAL MEDIA AND MARKETING MANAGEMENT

Designation: Based on number of years of relevant experience, the candidate can be given the title of associate, senior associate, assistant manager, manager or senior manager.

Responsibilities: The incumbent will be responsible for planning and execution of marketing strategy for Catalyst. The responsibilities include, but not limited to:

1. Planning and execution of regular social media marketing strategy
2. Planning and execution of special campaigns for specific events/programs
3. Conceptualization, design and realization of marketing collateral including posters, brochures, reports, merchandise, etc.
4. Ensuring consistent engagement with stakeholder through marketing communication including newsletters, website content management, blogs, articles, other means of marketing.
5. Content creation, copywriting and curation of communication materials such as the web site, posters, brochures, newsletters, social media updates and video stories.

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ROLE 4: OPERATIONS & HR MANAGEMENT

Designation: Based on number of years of relevant experience, the candidate can be given the title of associate, senior associate, assistant manager, manager or senior manager.

Responsibilities: The incumbent will be responsible for managing day to day operations and human resources related functions. The responsibilities include, but are not limited to:

1. Human Resource Management
 - a. Planning and managing employee recruitment, training, growth and development
 - b. Creating and implementing policies to create a high performance and open work culture that encourages team work and collaboration
2. Financial Management and Compliances
 - a. Purchase processes management, financial planning and budgeting
 - b. Supervision of accounting processes and record keeping; preparation of final accounts; liasoning with the auditor
 - c. Maintaining company records, meeting records, and other relevant paper work related to purchases, taxes, investments, etc
 - d. Managing legal/regulatory/statutory filings; ensuring compliance to the regulations
 - e. Planning and managing the periodic board meetings
3. Operations Management and administration
 - a. Maintaining infrastructure and ensuring support services required for smooth functioning of the company
 - b. Maintaining supplies of materials required for the functioning of the company
 - c. Planning and maintaining the digital infrastructure, assets, and subscriptions
4. MIS and Reporting
 - a. Supervising the preparation and maintenance of management information systems including datasets, reports, etc.



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- b. Acting as the registrar of the all operational and financial records related to startups, investments, incubation programs, funding, internal revenue generation, human resources, purchases, etc.
- c. Preparing periodic reports for board meetings, events, information requests by funding agencies or other stakeholders.
- d. Reporting for any other purposes required by the company.

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Essential Qualifications:

- **Qualification:** Minimum bachelor's degree in management, business, commerce, or any other relevant area. A Master's Degree will be advantageous.
- **Experience:** 2 years of experience for Associate, 4 years for Senior Associate, 6 years for Assistant Manager, and minimum 8 years of experience for the Manager or Senior Manager position is preferred. Preference will be given to those having experience in the incubation industry. Relevant experience with accelerators, startup ecosystem associations/groups/investor network, etc may be considered.

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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.