

Current Job Opening - Associate

(Incubation Program Management and Operations & HR Management)

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

Location: IIT Mandi Campus

Last Date for Application: May 31, 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 170 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.

Designation: Associate

ROLE 1 - INCUBATION PROGRAM MANAGEMENT

Responsibilities: The incumbent will be responsible for designing and delivering the incubation program per the guidelines of funding agencies.

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

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:** Minimum 2 years of experience for Associate position. Preference will be given to those having experience in the incubation industry. Relevant experience with accelerators, startup ecosystem associations/groups/investor networks, 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 as per institute's norms.

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

ROLE 2: OPERATIONS & HR MANAGEMENT

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.
 - 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.

Essential Qualifications:

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

- **Experience:** Minimum 2 years of experience for Associate. 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.
- 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.

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