



IIT Mandi Catalyst

A section 8 non-profit company
iitmandicatalyst.in | 01905-267926

IIT Mandi Kamand Campus Himachal Pradesh-175005, India

Current Job Openings - Assistant Manager, Senior Associate, Associate, Executive

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

Location: IIT Mandi Campus

Last Date for Application: Feb 5, 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, 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.

A. CURRENT OPENINGS

Role 1: Incubation Program Management

The role involves designing and delivering the incubation program per the guidelines of funding agencies. The designation (executive, associate, senior associate, assistant 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
 - 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.

Apply here:- <https://iitmandicatalyst.typeform.com/to/cgTb32rT>

Role 2: Marketing and Communications

The position entails communication planning, content development and content dissemination through suitable marketing channels. The designation (executive, associate, senior associate, assistant manager) will be based on experience and suitability. Specific responsibilities include:

1. Creating visibility for incubator and the incubated startups; Maintaining social media presence to enhance stakeholder engagement.
2. Building and executing a communication strategy through competitive research and audience identification.
3. Designing and implementing media campaigns for specific programs/events.
4. Strategizing collateral design and development (brochures, newsletters, graphics, videos and curate relevant news).

5. Content curation/writing for different communication channels (social media, email, website, etc)
6. Forging partnerships and collaborations for events/programs.
7. Any other work assigned from time to time

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

B. ELIGIBILITY AND REMUNERATION

Essential Qualifications:

1. **Qualification:** All roles require minimum bachelor's degree in science, engineering, business, or any other relevant area. A Master's Degree will be advantageous.
2. **Experience:** Freshers or less than 2 years of experience for Executive position, Minimum 2 years of work experience for Associate position, 4 years for Senior Associate position, and 6 years for Assistant Manager position. 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

1. Business/technology 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.

Remuneration and Accommodation: Assistant Manager: INR 45000- INR 60000 per month; Senior Associate: INR 35000-45000; Associate INR 25000-35000; Executive INR 18000-25000, 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.

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

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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.