

Executive – Incubation Centre

Role & Responsibilities:

- To support incubation center's day-to-day operations
- Design, execute, support & implement center's outreach programs, events & training activities
- Manage administrative & operative functions
- Drive community-building initiatives
- Deal flow sourcing and evaluation
- Organize training programs through workshops, mentorship, networking, seminars, etc.
- Instinct for entrepreneur's growth drivers; understanding of integrated marketing communications, public relations, emerging media, marketing, branding
- Develop processes, procedures, and policies of the incubator and manage day-to-day activities.
Drive startup incubation/acceleration & other support programs

Qualification/Experience:

- B.E./B.Tech from reputed organizations
- Good understanding of Tech businesses and products, related experience is a plus.
- Good knowledge of the Tech start-ups industry, prior experience e.g., with a Tech start-up, VC, incubator, accelerator, etc.
- Passionate about entrepreneurship.
- Excellent interpersonal and communication skills.
- Self-starter, able to work in a fast-paced environment.
- Prior experience in building & managing a community is a plus.