Job Description: Manager—Incubator Operations

[IIITB Innovation Centre](#) (IIITB-IC) houses the startup incubation and technology transfer programs of the [International Institute of Information Technology Bangalore (IIITB](#).)

Purpose and scope

The Incubator Operations Manager (IOM) will take ownership of the incubator's management and day-to-day administrative processes, associated coordination, communication, and compliance with the Government and University regulations and guidelines. This position functionally reports to the Dean (Research & Innovation) of IIITB.

Key Results and Performance Areas

1. Select and onboard entrepreneurs, industry projects, and startup ventures according to the defined incubation process and ensure operational effectiveness. Ensure smooth day-to-day overall functioning of the incubator by coordinating with IIITB Operations, Finance, Marketing, and other relevant team members.

2. Develop processes and ensure the implementation of the overall incubation structure and process; Organize workshops, hackathons, events, etc., regularly as part of the incubator operations, in coordination with other programs of IIITB.

3. Establish an effective working relationship with IIITB faculty members, IIITB-IC stakeholders, and an ecosystem of investors, mentors, service providers, etc., to actively support startup ventures. Interact and maintain relationships with portfolio companies, IIITB alumni, etc.

4. Submit applications and follow through effectively to source funds for startups (grants, donations, etc.) from Government, Corporate/CSR, and other supporters; Effectively manage and administer the grants/donations received from different sources; ensure timely reporting and compliance per the expectations.

5. In close coordination with the IIITB Finance team, prepare and manage the operating budget for IIITB-IC and budgetary control, management reviews, and reporting to ensure operations within the parameters as established.

Essential Job Experience

- Must have worked in reputed incubators/accelerators in performing similar tasks. Experience with academic incubators attached to educational institutions is preferable.
- Experience in administering programs and grants from the Government sources such as TIDE, DST, AIM, DeITY, State Governments, Corporate CSR, etc.
- Must have experience handling commercial management processes.
- Total industry experience: 8-10 years.

Industry Experience

Candidates with experience in the early-stage startup ecosystem are likely to fit the role better. The candidate may be from any of the following industry domains.

- Incubators/accelerators (academic incubators preferable)
- Angel Network Managers
- Government/Corporate venture programs
- Venture Capital/Family Fund Office
- Investment Banking

Essential Skills and Personality

- Organization building
- Program Management
- People Management
- Commercial orientation/Business acumen
- Influencing skills
- Fluent verbal communication and superior writing and presentation skills—Microsoft Office, and other tools
- Analytical and critical thinking skills

Educational Qualification

- Graduate in Engineering (preferably IT-related), Economics or Commerce.
- Good academic standing is preferred; graduation in other subjects is also welcome.
- MBA (Finance, Entrepreneurship, or Marketing specialization), preferred.

Career Progression

- Increased scope and growth in the IIITB-IC as the organization scales over the years
- Future opportunities in IIITB University Programs

How to apply?

Please apply with your resume, including two relevant references to opportunities@iiitb.ac.in.