

About JUINCUBATOR:

JUINCUBATOR is a startup innovation hub based in Bengaluru with roots from JGI (Jain Group of Institutions) and its background in entrepreneurship since 2001. JUINCUBATOR is supported by NSTEDB, Department of Science & Technology, Government of India and JAIN (Deemed-to-be-University), Bengaluru.

Every day, we work with startups through our various programs to provide them access to our global network of mentors, investors and corporates. Our open innovation programs for entrepreneurs and students drives from strong design thinking methodology and deepens the need for solving the most prominent societal problems.

As we leap into our next phase, we are expanding our team and programs in corporate innovation, incubation and acceleration of startups in different stages & sectors. JUINCUBATOR is currently looking for an Incubator Manager to oversee our incubation programs. If you are someone who has built a startup in the past or is working with the startup ecosystem, running an incubator/accelerator program, we invite you to join our team!

Position: Asst. Manager - Incubation

Location: Bangalore

Salary: As per Industry standards

Position Scope:

The Incubator Manager will be the prime interface for entrepreneurs and responsible for managing the operations, marketing and development of the incubator. This position requires a team player with leadership qualities, excellent marketing skills, a professional and positive attitude, organization and dependability. This is a challenging role but at the same time makes available endless opportunities and learning for the candidate.

Job Duties:

The Incubator Manager will be completely responsible for leading the incubation programs. This would be inclusive of the following:

1. Overall planning the activities, resources and programs of the Incubator.
2. Pre-incubation: Deal Flow generation, Screening of proposals, Research, Patent landscaping, working with entrepreneurs for their proposals, resending proposals to the next level for selecting incubates.

3. Incubation: Lead formation of new business and provide incubation facilities to enable commercialization of the business: To induct new entrepreneurs; create Incubation plans and implement them, assist in writing business plans, keep track of the Incubation process; help the incubates prepare proposals for getting funding, etc.
4. Events and workshops: Plan various workshops/events/webinars for the Incubator, and execute the same with the help of team members.
5. Mentor Network: Develop the mentor network for the Incubator and work with them to make the Incubated venture successful.
6. Partnerships: Forge partnerships with other organizations for providing services to the incubates or the incubator; marketing the incubator, sponsorships...etc.
7. Marketing the Incubator and Business Development: Be the face of the Incubator and actively promote it through various channels etc.
8. Funding for Incubatee Projects: Work with co-ordination with senior management for facilitating seed funds for start-ups.
9. Prepare all required reports and maintain a comprehensive set of records on all tenant activity, client activity and staff involvement in the process of tenant recruitment.
10. Administration of the Incubator and any other activities which requires involvement.

Requirements:

- A Bachelor's Degree in Engineering / Business Administration from an accredited university. Master's Degree in Business Administration is desirable.
- 3-5 years' experience in a business incubator, a start-up advisory or any kind of entrepreneurial experience would be preferred.
- Good understanding of emerging trends and technologies.
- Should have excellent communication and writing skills in the English language.