

Incubation Centre Manager – Roles & Responsibilities

Position Scope

The Incubation Manager will be the prime interface for entrepreneurs and responsible for managing the operations, planning, marketing and development of the business/ technology Incubation Centre. This position requires a team player with leadership qualities, excellent marketing skills, a professional and positive attitude, organization and dependability.

Roles & Responsibilities

The Incubation Manager will be completely responsible for leading the Incubation Centre operations. This would be inclusive of the following:

1. Overall planning the activities, resources, budgets and operations of the Incubation Centre.
2. Identify and select potential incubatees/ projects for the incubation program.
3. Pre-incubation: Deal Flow generation, Screening of proposals, working with entrepreneurs for their proposals, resending proposals to the next level for selecting incubatees.
4. 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 incubatees prepare proposals for getting funding, etc.
5. Assist start-ups in the areas of strategy, business plan development, market analysis, company registrations.
6. Mentor Network: Develop the mentor network for the Incubation Centre and work with them to make the Incubated ventures successful.
7. Define deliverables, their timelines and monitor progress of start-ups
8. Events and Workshops: Plan various workshops/events/webinars for the Incubation Centre, and execute the same with the help of team members.
9. Funding for Incubatee Projects: Work with co-ordination with senior management for setting up and seed funds for start-ups.
10. Manage the day- to- day interaction with the incubatees
11. Willingness to travel as needed.

Qualifications

- Bachelor's degree in Engineering (preferably CSE) with a MBA degree.
- 1 - 3 years industry experience
- Proven track record of managing projects
- Prior experience at an investment firm, incubator is preferred.

Emoluments: ₹30,000 – 40,000/- p.m