

## Walk-in-interview on 19<sup>th</sup> March 2024

Candidates are invited for the position of Assistant Manager (Contract up to 31<sup>st</sup> March 2025) in the Foundation for Innovation and Entrepreneurship Development (FIED).

Job title	Assistant Manager
Organization	IIM Kashipur Foundation for Innovation & Entrepreneurship Development, Section 8 Company under the aegis of IIM Kashipur
Nature of Post	The vacancy is to be filled up purely on a contract basis for an initial period of one year up to 31.03.2025. The contract may be extended further subject to satisfactory performance and requirement of the Institute. Performance will be evaluated at the end of the contract. This contract is not renewable automatically. The candidate will be given consolidated honorarium only (as agreed mutually) per month during the said contract period. The salary range for this position is up to INR 75000. During the period of said contract, the candidate will not be entitled to any other benefits/ facilities. During the period of aforesaid contract period either party can terminate the services by giving one month's notice without assigning any reason.
No. of Posts	One
Remuneration	Up to INR 75000/=(Consolidated)

### **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 IIM Kashipur FIED 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 RKVY RAFTAAR-RABI scheme at IIM Kashipur FIED.
3. Establish an effective working relationship with IIM Kashipur faculty members, IIM Kashipur FIED stakeholders, and an ecosystem of investors, mentors, service providers, etc., to actively support startup ventures. Interact and maintain relationships with portfolio companies, IIM Kashipur 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 IIM Kashipur FIED Finance team, prepare and manage the operating budget for RKVY RAFTAAR-RABI scheme and budgetary control, management reviews, and reporting to ensure operations within the parameters as established.
6. Work towards overall startup community mobilization and outreach. Ensure that the program reaches out to relevant ecosystem stakeholders.
7. Study key sectors and generate insights, use-cases, and industry analyses for internal and external usage.
8. Manage and support internal and external communication as needed for the program. This will also include maintaining communication with the media as and when required.
9. Interact and maintain relationships with portfolio companies, mentors, and partners.
10. Ensure preparation of necessary portfolio reports for both internal and external purposes

### **Qualification and Experience**

MTech/ MBA/ PGDM/Equivalent master's degree in Agri-Business/ Finance/ Marketing/ Agri Marketing/ Agri Economics/ Economics/ Technology Commercialization/ Entrepreneurship from recognized institute; having relevant experience of at least **5 years** in technology commercialization; supported incubators; assessment, evaluation of projects startups. Experience in startup ecosystem will be preferred.

The candidate must have worked in a reputed incubator/accelerator 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 RABI, TIDE, DST, AIM, MeITY, State Governments, Corporate CSR, etc.

### **How to Apply**

Interested candidates are advised to APPLY ONLINE on the given link <https://forms.gle/ha52mLALAFJCuco2A>

Please share the copy of CV (PDF) at [fied.ram@iimkashipur.ac.in](mailto:fied.ram@iimkashipur.ac.in)

### **Selection Process**

Interested candidates for the above position may attend the walk-in interview on 19<sup>th</sup> March 2024.

**Note-** The selection committee reserves the right to select or reject candidates based on the fulfillment of the eligibility criteria, the quality of submitted materials, and alignment with the goals and requirements of the position. Decisions made by the selection committee are final and not subject to appeal.

