

Candidates are invited for the position of Business Executive (Contract up to 31st March 2025) in the Foundation for Innovation and Entrepreneurship Development (FIED).

Job title	Business Executive
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 50000. 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 50000/=(Consolidated)
Online Application Link	https://fied.accubate.app/ext/survey/487/apply
Last Date to Apply	26 th June 2024

Key Results and Performance Areas

• Startup Support and Coordination:

- Assist in identifying and selecting promising startups for incubation.
- Coordinate with startups to understand their needs and provide necessary support and resources.
- Facilitate access to mentors, industry experts, and investors for the incubated startups.

• Program Management:

- Manage the day-to-day operations of the incubation center, ensuring smooth functioning.
- Organize workshops, training sessions, and events for startups.
- Monitor the progress of incubated startups and prepare periodic reports on their performance.

- **Networking and Partnerships:**

- Establish and maintain relationships with key stakeholders, including investors, industry partners, and academic institutions.
- Facilitate collaboration between startups and potential partners.
- Represent the incubation center at industry events and conferences.

- **Resource Management:**

- Oversee the allocation and utilization of resources within the incubation center.
- Manage financial aspects, including budgeting, funding disbursements, and financial reporting.

- **Marketing and Outreach:**

- Develop and implement marketing strategies to promote the incubation center and attract high-potential startups.
- Maintain the incubation center's online presence, including website and social media channels.
- Create promotional materials and content for various marketing campaigns.

- **Advisory and Mentorship Support:**

- Provide guidance and mentorship to startups on business development, market strategy, and operational issues.
- Coordinate with external mentors and advisors to offer specialized support to startups.

Qualification and Experience

Master's degree with IP experience' MBA/MCA/B.Tech./M.Sc./M.A. or equivalent master's degree from recognized university. Good verbal and written communication skills. Strong literacy in computer, MS Office, and Internet. Having relevant experience of at least one year in supporting startups at any incubation center.

How to Apply

Interested candidates are advised to APPLY ONLINE on the given link:
<https://fied.accubate.app/ext/survey/487/apply>

Selection Process

Shortlisted candidates will be contacted by the selection committee for an online or offline interview.

Last Date to Apply- 26th June 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.