



VIVEKANAND EDUCATION SOCIETY

Job Description for Incubation Manager, HABIT Foundation at Vivekanand Education Trust (VES)- Mumbai

Position Title: Incubation Manager

Organisation: Hashu Advani Technology Business Incubation Foundation (Section 8 company)

Location: **Vivekanand Education Trust (VES)- Mumbai**

Engagement: Full time, Contractual

Compensation: As per organization norms

Background

Vivekanand Education Society (VES) which began in 1962 – a premier education institution came into being. Conceptualized and instituted by a great humanitarian and visionary Late Shri. Hashu Advaniji. It runs 26 institutions in the vicinity of Chembur, a lush green suburb convenient to travel from any part of Mumbai. Over 24000 students enrol for pre-primary, primary, secondary, higher secondary schools, graduate and post-graduate colleges, higher educational institutions like engineering, management, pharmacy, law, polytechnic.

Position Summary:

We are seeking an experienced and dynamic Incubation Manager to lead and manage our newly established incubator at an educational institution located in Mumbai. As an Incubation Manager, you will be responsible for overseeing the operations and strategic direction of the incubator, supporting and nurturing startups, and fostering a vibrant entrepreneurial ecosystem within the institution. This role requires a strong entrepreneurial mindset, excellent interpersonal skills, and a passion for supporting early-stage ventures.

Roles and Responsibilities:

I. Strategy Management:

- Develop and execute the overall strategy and vision for the incubator, aligning it with the institution's goals and objectives.
- Establish and maintain policies, processes, and operational guidelines to ensure the smooth functioning of the incubator.
- Manage the incubator's physical infrastructure, resources, and budget effectively.
- Startup Selection and Support:
 - Develop and implement a robust selection process to identify promising startups for incubation, based on defined criteria and in consultation with relevant stakeholders.
 - Provide comprehensive support and mentorship to selected startups, including business guidance, market analysis, fundraising assistance, and access to relevant networks.
 - Regularly monitor the progress of incubated startups, identify challenges, and provide guidance to help them overcome obstacles and achieve their growth milestones.

II. Entrepreneurial Ecosystem Development:

- Establish and maintain strategic partnerships with industry leaders, investors, government agencies, and other stakeholders to enhance the resources and support available to startups.
- Organize networking events, workshops, and guest lectures to create a vibrant entrepreneurial community and foster knowledge-sharing and collaboration.
- Collaborate with the institution's faculty, researchers, and students to promote entrepreneurship and innovation across disciplines.

III. Funding and Investor Relations:

- Identify potential funding opportunities for startups, including grants, equity investments, and collaborations, and assist in preparing funding proposals and pitches.
- Build and maintain relationships with angel investors, venture capitalists, and other funding sources to facilitate introductions and investment opportunities for incubated startups.
- Stay updated on the latest trends and developments in the startup ecosystem, including funding models, government schemes, and investment strategies

III. Digital Marketing and social media strategy

- Drive and/or oversee digital marketing campaigns to increase the footfalls/applications to HABIT Foundation
- Create social media strategies to increase HABIT Foundation visibility on the social media platforms

IV. Report generation and data updating

- Timely collection and updating of incubate data/record in master database
- Develop and implement key performance indicators (KPIs) to assess the effectiveness and success of the incubator's programs and initiatives

Skills:

- Proven experience (3-5 years) in managing incubators, startup accelerators, or entrepreneurship programs, with a successful track record of supporting startups.
- In-depth knowledge of the startup ecosystem, including fundraising, business development, market analysis, and intellectual property rights.
- Strong network of contacts within the entrepreneurial ecosystem, including investors, industry experts, and government agencies.
- Excellent communication, presentation, and interpersonal skills to engage with startups, mentors, stakeholders, and partners effectively.
- Self-motivated, result-oriented, and able to work independently while managing multiple priorities.
- Proficiency in using relevant software tools and platforms for project management, data analysis, and reporting

Educational Qualifications: Post graduation / Graduation (background in entrepreneurship related fields is preferred)

How to Apply

You may email your updated resume to habitfoundation@ves.ac.in and jyoti.chandwani@ves.ac.in

For any queries, you may write to us at habitfoundation@ves.ac.in and jyoti.chandwani@ves.ac.in