**ACIC - CBIT RESEARCH AND ENTREPRENUERSHIP FOUNDATION**

## Center Head (01 no)

**[Salary may range from Rs 1 lakh to 1.25 lakhs p.m based on candidate's experience]**

**Qualifications:**

- Engineering degree with at least 2-5 years of relevant work experience with research skills and MBA degree preferable.
- At least 2-5 years experience working with entrepreneurs, start-ups, learning/ tinkering labs, incubator or incubation consultancy.
- Demonstrated ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & central government, and angel investors

**Role & Responsibilities :**

- Develop and execute strategy for outreach, hunting, attracting and on boarding deserving and qualified
  innovative entrepreneurs, and start-ups.
- Designing & managing Incubation and Acceleration programs
- Provide high-quality coaching and advisory support to entrepreneurs.
- Good understanding of the social entrepreneurship ecosystem.
- Qualify and evaluate applicants for creativity, innovation, acceleration and investment stage.
- Manage the day- to- day interaction with the Incubates
- Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage.
- Ensure tight management of milestones and progress of entrepreneurs and start-up companies;
- Guide & support start-ups for fundraising activity.
- Develop, execute and own an operational and engagement strategy for the entire community including donors, startups, investors, corporate, mentors, advisors, and domain experts.
- Provide continued strategic guidance to entrepreneurs in areas such as business modeling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
- Be the switchboard for entrepreneurs to access relevant resources and connections associations, chamber of commerce & industries, state & central government, and angel investors.
- Develop processes, procedures, and policies of the incubator and manage day- to-day activities.
- Grow the brand equity of the Incubator Forum.
- Develop implement new initiatives for incubation service offerings to entrepreneurs & start-ups.

## Young Professional (01 no)

**[ Salary may range from Rs 40,000 p.m to Rs 47,500p.m based on candidates experience]**

**Qualifications :**

- Engineering graduate with MBA, supported by 0-2 years relevant experience and prior experience with incubation activity.
- Demonstrated ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & central government, and angel investors

**Role & Responsibilities :**

- Develop & manage a network of entrepreneurs, start-ups, mentors, institutions, funding agencies, investors and industries.
- Ensure development of appropriate marketing material to promote incubated companies.
- Organize events to facilitate collaborations, technology tie-up, business development to support incubation center's day-to-day operations
- Design, execute, support & implement centre's outreach programs, events & training activities.
- Organize training programs through workshop, mentorship, networking, seminars etc.
- Manage outreach communications, e.g. website, newsletter, social media, digital marketing, PR etc.

## Makerspace Coordinator(01 no)

**[Salary may range from Rs 20,000 p.m to Rs 25,000p.m based on candidates experience]**

**Qualifications and skills:**

- Diploma holder ,Bachelor's degree or  advanced degree preferred in any of the streams  Science/ technology/engineering
- Six months to 2 years or more experience  in maker space operations/Fabrication/Assembly/testing  is preferred
- Strong technical skills on the use of various streams of the equipment viz. Laser Cutters, 3D Printers, fabrication units,  chromatography columns etc
- Knowledge and experience of technology, engineering, design, science, art, craft, woodworking, and building preferable.