

Venture Center

-- Seeding Tomorrow's Enterprises Today --

Job Opening: Associate - New Ventures

The Venture Center is a technology business incubator specializing in technology enterprises offering products and services exploiting scientific expertise in the areas of materials, chemicals and biological sciences & engineering. Venture Center strives to nucleate and nurture technology and knowledge-based enterprises by leveraging the scientific and engineering competencies of the institutions in the Pune region in India. The Venture Center is the trademark of Entrepreneurship Development Center, a not-for-profit company, based in Pune. For more information, go to <http://www.venturecenter.co.in>

Required profile of candidate: Engineering graduate with an interest in venture and technology funding. Minimum 2 years work experience, preferably in analysis, valuation and equity funding of technology/knowledge intensive enterprises and/or projects. Must have excellent English language communication skills. The candidate should be pro-active, enthusiastic, hard working with strong work ethics. Willingness to imbibe the work culture of the Venture Center, high levels of ethical conduct, humility and willingness to learn essential. **MBA not required.**

Detailed job responsibilities: The following list indicates a range of anticipated job responsibilities:

Categories	Responsibilities
Support for Venture Center's seed funding activities	Identifying potential investees for Venture Center's seed funds
	Supporting the seed fund investment process including: committee meetings, documentation, valuation models, investment agreements, annual reports, accounting inputs, website updates, email updates, etc.
	Maintain regular contact with investee companies and collect regular documentation, progress reports, etc.
Support for Venture Center's PoC funding activities	Track finances, expenditure for PoC fund used to support technology commercialization projects
	Help develop equity-sharing mechanisms for VC staff and partners
	Assist VC management to raise PoC funds from other private/government sources
Other	Develop relationships with entrepreneur and investor networks in Pune / Maharashtra
	Any other task requested by the Manager

Working hours: 9am – 5.30 pm (Monday to Saturday)

How to apply: Submit your resume via email to hr@venturecenter.co.in expressing your interest in the job.