

Venture Center

-- Seeding Tomorrow's Enterprises Today --

Job Opening: Business Development Associate

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 business and marketing. Preferably minimum 2 years work experience, preferably in marketing of technology/knowledge intensive products & services. 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.

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

Categories	Responsibilities
Marketing of technology business incubation services	Pitching new clients for Venture Center's services
	Visit clients and understand their requirement and offer Venture Center Services; define new - or modify existing - services at Venture Center based on understanding of market needs
	Follow up with prospects and convert into paying clients
	Preparing publicity material, advertisements, press releases, etc
Liaising with technology entrepreneurs & startups	Maintain a database of target clients – suspects, prospects, hot leads, existing clients; communicate regularly to increase Venture Center's profile and expand network of entrepreneurs/startups
	Manage, track, and report status on each of these clients
	Attend local events and network with potential clients (sometimes outside of VC working hours) relevant to Venture Center (eg. Pune Open Coffee Club etc)
Liaising with existing clients/residents of Venture Center	Manage residents and clients of Venture Center w.r.t. subscription to new services, payment terms, agreements, etc.
	Offer preliminary advisory w.r.t. funding, technology sourcing, local networks, etc. and escalate to VC management as necessary
Technology innovation & entrepreneurship events	Plan, execute/manage events - including pricing, soliciting participants, materials, catering, press/media coverage, etc
Other	Develop relationships with domestic organizations (eg. CII, MCCIA, etc.) and networks (eg. PuneTech, etc.)
	Any other task requested by Business Development 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.