



Job Details for Associate/Sr Associate/Asst Mgr-Grant Programs

Job Location:	Pune	Job Code:	NCL-VC/1617/09/02
About the Company	<p>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</p>		
<p>Job Description</p> <ul style="list-style-type: none"> • Contribute to the detailed planning and execution of funding programs. • Announcing calls, publicity, awareness talks and promotion including road shows. Actively identifying suitable candidates for the program and mentoring them through the application process. • Operating a selection, assessment, peer-review process and due diligence process. Tracking grantees/ beneficiaries and ensure compliance to scheme documents/ agreements signed. • Creating and interacting with a team of external mentors/ committee members so as to carry out periodic program/grantee reviews; identify resources and opportunities for grantees/ beneficiaries. • Coordination with funding agencies including all formal communications, reports etc. Help set-up/ maintain program websites/ portals/ databases. Impact reporting. Ensure satisfaction of funders. • Help conceptualize/compile/ draft proposals, raise funding, execute new projects. help raise newer funding/ investment opportunities for entrepreneurs/ innovators. • Any other activities necessary to support and strengthen the funding/investing activities of Venture Center. 			
<p>Candidate Profile</p> <ul style="list-style-type: none"> • Undergraduate education (4+ years) in the sciences/engineering and related disciplines with an interest in switching to managerial roles. • Exposure/ experience of technology development projects/ processes will be a plus. 			



- Work experience in grant program management, interacting with government agencies/ funding bodies, implementing schemes, ensuring compliance to agreements etc will be a plus.
- Interest and passion for nurturing technology innovation/ entrepreneurship.
- Work experiences and/or qualifications in business management/ IP management/ project management/ law and agreements/ tech transfer/ incubation/ finance would be a plus.
- Excellent communication skills; Experience in scientific writing/ proposal writing etc would be a plus.
- Will be expected to be a self-starter who can work with minimum supervision and efficiently deliver project goals.

Employment Status

Full Time

General requirements and expectations from Venture Center employees:

- Venture Center is a non-profit organization with aims to benefit society by promoting entrepreneurs and start-ups. Thus, Venture Center seeks employees and consultants who have a strong interest and passion in seeing technology innovators, entrepreneurs and start-ups succeed, and have a strong "service" ethos.
- A strong feature of Venture Center jobs is the rich learning environment and opportunity provided to employees to experiment, take initiative and be creative. The work of most employees has visible impact which can be satisfying. All employees benefit from access to high quality facilities and work environments. Compensation packages can be flexible but are often conservative due to Venture Center's non-profit status. Employees enjoy access to benefits of NCL Staff Recreation Club.
- General requirements include: a) strong ethical standards and work ethics, b) comfort with computers, computer applications and internet, c) strong communication skills – spoken and written.
- Venture Center's working hours are 9 AM – 5.30 PM (Monday to Saturday) and are designed to keep operations of Venture Center convenient for the start-ups, entrepreneurs, inventors and others that the organization serves. Managers in certain functions are provided the opportunity to avail of flexible hours. All jobs are located at Pune, Maharashtra, India.