



Job Details for the position of Associate – Funding and Investment Team

Job Location:	Entrepreneurship Development Center 100 NCL Innovation Park HomiBhabha Road, Pashan, Pune-411008
Date:	Opening Date: June 04, 2021 Closing Date: June 30, 2021
About the Company	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

Job Description

We are looking for candidates who wish to build a career in program & project management roles for technology and R&D projects for the role of "Associate-Funding & Investment". Candidates with experience in planning and executing time bound research or technology development are encouraged to apply. As an Associate-Funding and Investment, he/she will be responsible for supporting project managers in implementation of funding programs, building and maintaining necessary networks and maintaining proper documentation, amongst other related tasks.

- Supporting Project Managers for implementation of grant / seed funding / other funding programs
- Program promotions, creating awareness of science entrepreneurship; prepare and deliver presentations
- Proposal due diligence, travel to project sites for due diligence, contract management
- Assisting in project monitoring and mentoring of grantees/investees; Candidate may be required to train applicants on grant writing.
- Building and maintaining necessary networks, databases and platforms/ mechanisms to improve efficiency and effectiveness of the programs.
- Maintaining proper documentation for implementation, monitoring, and reporting as per the requirements of each of the programs



- Contributing to the overall goals of the funding and investment team working independently as well as with the team.

Desired Education & Experience

- Qualification: Bachelor of Engineering or Technology or Masters in a Scientific Discipline/Engineering from a reputed and recognized University / Institute.
- Strong interest in implementing and monitoring programs for science entrepreneurs and engaging with startups in a service mode.
- Experience: 1+ year of project management and execution is preferred; Fresher with strong academic background and keen interest in the abovementioned area may also apply. Candidates with experience in planning and executing time bound research or technology development projects and candidates who have experience with grant proposal writing and grant project management may get preference.
- Excellent knowledge of MS Office (especially Excel and Word)
- Strong written and oral communication skills, multitasking abilities, attention to detail and persistence
- Enjoys working closely with a team

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 startups. Thus, Venture Center seeks employees and consultants who have a strong interest and passion in seeing technology innovators, entrepreneurs and startups 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 nonprofit 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 9:00 AM – 6.00 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.

- **How to apply: Applications can be applied using this link :-**
https://www.venturecenter.co.in/career_opportunities.php
- If you have any doubts or queries, write via email to hr@venturecenter.co.in with your questions.