



Job Details for the role of Program Support for the Funding and Investment Team

Job Location:

Pune

About the Company

Venture Center is a national award-winning technology business incubator. We focus on building startups that use science and technology to deliver products and services which have a considerable socio-economic impact on society. Join us if you are curious, entrepreneurial and want to make an impact.

Venture Center is the trademark of Entrepreneurship Development Center, a not for profit incubator, based in Pune.

For more information, go to <http://www.venturecenter.co.in>

Job Description

- 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.

Candidate Profile

- Qualification: Bachelor or Masters in a Scientific Discipline 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+ years of project management and execution
- Candidates with experience in planning and executing time bound research or technology development projects may get preference. Candidates who have experience with grant proposal writing and grant project management may get preference.



- Freshers with strong academic background and keen interest in the abovementioned area may also apply.
- Excellent knowledge of MS Office (especially MSExcel and MSWord)
- Strong written and oral communication skills, multitasking abilities, attention to detail and persistence
- Enjoys working closely with a team
- This job is better suited for candidates who wish to build a career in program & project management roles for technology and R&D projects

Employment Status

Full Time. Work from Office.

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 is 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.
- 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 – 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. All jobs are located at Pune, Maharashtra, India.