

Venture Center

-- Seeding Tomorrow's Enterprises Today --

Job Opening: Manager - Projects

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 floated by the National Chemical Laboratory, Pune.

The Venture Center is seeking an enthusiastic, hands-on and pro-active person for serving as the Manager – Projects of the Center. The Manager – Projects shall be responsible for managing various projects undertaken at the Center and liaising with technology start-ups and entrepreneurs. Demonstrated skills in technical sales, negotiations, contract drafting and handling of inter and intra-organizational issues are essential. The candidate must also possess strong interpersonal, verbal and written communication skills as well as knowledge of science, business principles, laws and regulations. A M.Tech or Masters degree in science and business or law plus two years of related business experience, or a Bachelors degree in the same fields plus five years or greater of related business experience is required. The ability to interact creatively and harmoniously with co-workers in a team setting is requisite. The candidate is expected to work independently, be self-driven and a quick learner. A passion for entrepreneurship, technology and innovation and a willingness to help individual entrepreneurs/innovators and start-ups succeed will be desirable qualities. This job will offer candidates a great opportunity to broaden their managerial experience in a start-up environment.

The Venture Center's current funded projects are:

- (a) Technology Business Incubator (funded by National Science and Technology Entrepreneurship Board, Department of Science and Technology, Government of India & CSIR),
- (b) IP Facilitation Center (funded by the Ministry of Small and Micro Medium Enterprises),
- (c) POC Program (funded by National Science and Technology Entrepreneurship Board, Department of Science and Technology, Government of India & CSIR),
- (d) Seed fund for investment in start-ups (funded by the Technology Development Board)
- (e) Seed Support Scheme for SMEs (funded by the Ministry of Small and Micro Medium Enterprises)

The Venture Center expects to become a DSIR TePP (Technology Entrepreneur Promotion Programme) Outreach Center in the near future.

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

Categories	Responsibilities
Program management	Manage following programs: 1. TDB Seed Fund 2. Seed Support for SMEs (MoMSME) 3. TePP 4. Any other that the company may opt for in the future
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

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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 Annual calendar of events Event planning and execution – finances, logistics, publicity etc
Other	Develop relationships with domestic organizations (eg. CII, MCCIA, etc.) and networks (eg. PuneTech, etc.) Any other task requested by Director

Reporting officer: Managing Director, Venture Center

Working hours: 9-5.30 pm, Friday -Saturday

Travel: Some amount of travel is likely. Travel is likely to be related to marketing the incubator and/ or presentations to potential or existing funding agencies.

Learning opportunities: (a) On-job exposure to the complete range of managerial responsibilities in a company, (b) exposure to the “new venture development” community, (c) Attendance in selected workshops, conferences and meetings.

Compensation: Negotiable. The Venture Center hopes to offer reasonably competitive salaries but we expect that the salaries will still not be comparable to the best industry offers due to the not-for-profit status of VC. However, a job at VC shall offer unprecedented opportunities for people seeking managerial responsibilities, breadth of exposure and an introduction to the new venture development sector.

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