

**Details of the Post**

Details of the Post Position	: Incubation Manager
Department	: Atal Incubation Center
Job Type	: Full Time
No. of Positions	: 1
Experience	: Minimum 2 years of experience in Incubation Centre Management

**Qualification :**

- Bachelor/ Master degree in Technology /Science/ Mass Communication/ Mass Media/ Marketing/ with minimum 2 years of experience in Incubation Centre Management.
- Preferred related experience as a pursuit of marketing and ecosystem development for incubator or startups or allied.
- Excellent written and verbal communication skills, strong ability to summarize build promotional content.

**Roles & Responsibilities:**

The person in this position would work towards marketing and ecosystem development, a nodal point to connect & represent AIC to internal and external stakeholders.

**Key Skills:**

- Work closely with the CEO to ensure the day-to-day smooth running of the incubator, with high levels of client satisfaction.
- Develop and implement a rolling calendar of initiatives & events to promote the AIC-PECF and its unique ecosystem both internally and externally.
- Forge strong links with the Corporate Partners and other professional service providers to provide essential support for incubates and associated companies.
- Constantly engage and develop high quality mentors.
- Responsible for gathering relevant information for any grant. Development of content for proposal database and presentations for prospect meetings for same.

- Build relationships, engagement models and collaborate with partners during all stages - from ideation to role definition.
- Assist in developing and coordinate effective communications strategies; advise Business Development team on communication objectives, messages, and tone; and manage the overall process to develop value- focused deliverables.
- Ensure website management, regular update and constant generation of content including stories, experiences, case studies for placing on the AIC's social media sites.
- Handling all Media Relations of AIC (Press/ TV/ Digital Media)
- Community mobilization, within and outside Incubation Centre.

**Pay:**

Consolidated INR 3.5 Lakhs per Annum.

**Terms of Appointment :**

Annual contract renewed every year based on performance.