

JOB OPENING | Manager/ Sr Manager Incubation – Portfolio & Ecosystem

The Opportunity:

- Work with a diverse team including start-ups, investors, industry leaders, government institutions.
- Drive awareness in all strata of the society to encourage innovation & entrepreneurship.
- Build a start-up for start-ups.
- Be a part of the foundation team that defines the strategy, processes & tools to attract innovative ideas and executes programs to nurture ideas into

Responsibilities: (P) = Primary responsibility | (S) = Secondary responsibility

1. Mentoring (P)

- Primary point of contact for MAGIC incubatees.
- Conduct induction & enablement sessions for new startups onboarded as incubatees.
- Coordinate 1x1 mentoring with dedicated mentors, enable industry access and facilitate any support required by incubatees to progress.
- Ensure participation of incubatees in key events, learning sessions and workshops focused on startup success.
- Support incubatees in understanding & applying for competitions, exhibitions, and schemes by private/ govt agencies that can help increase visibility & networking and opportunity to benefit in cash or kind.
- Maintain progress report of startups' key milestones & hurdles.
- Be the sounding board for incubatees to take their feedback, expectations, and upcoming needs. Function as a mediator between incubatees and mentors.

2. Ecosystem Partnerships (P)

- Primary point of contact for MAGIC's Ecosystem Partners.
- Maintain strong working relationships with partners.
- Conceive activities & programs in line with the goals of MAGIC & partners.
- Provide visibility to partner in MAGIC's network and drive similar initiatives to promote MAGIC via the partners in their network.
- Maintain a balance of activities – flagship & one-time – with all partners.
- Support ecosystem partners by facilitating subject matter expertise for startup focused initiatives including FDPs, Hackathons, Student Mentoring and Expert Sessions.

3. Administrative (P)

- Technical point of contact for procurement. Work closely with Accounts, follow due procurement processes, evaluate proposals, submit recommendation to empowered director(s) and follow through the procurement and implementation steps.
- Coordinate with existing vendor partners on technical issues.
- Devise creative ways to optimize procurement & infrastructure.

4. Government Schemes (S)

- Keep a track of schemes & promotional activities by government/ private agencies that have potential to (a) Bring funds for incubatees (b) Bring funds for MAGIC (c) Create opportunities for MAGIC to venture into new tracks for startup growth.
- Review scheme documents, prepare MAGIC's case/ application and keep track of submitted application (s)
- Build relationships with Point of Contact of various agencies and develop synergies for longer term mutually beneficial activities.

MAGIC is poised for the next phase of its journey. Keep innovating and visit us at <https://magicaurangabad.com>

**Email resumes to contact@magicaurangabad.com with
subject line **Manager/ Sr Manager Incubation – Portfolio & Ecosystem****