



# WISE SNTWU INCUBATION CENTRE (Section 8 Company)



Office: - 5th Floor, Usha Mittal Institute Of Technology,  
SNTD Juhu Campus, Juhu Tara Road, Santacruz (W), Mumbai - 400 049

Reg. No. U80902MH202INPL35TT54

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WISE at SNTD Women's University is a section 8 company and was established with the goal of providing women entrepreneurs with a platform to innovate and become a powerful positive force in the growth of the economy of the nation. Encouraging women to take the initiative in entrepreneurship has always been a vision of the founders of SNTD Women's University. This directly correlates with increased opportunities and avenues of growth for many women.

### Application Process:

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to [[wisesndtwuic@gmail.com](mailto:wisesndtwuic@gmail.com)]. Applications will be reviewed on a rolling basis until the position is filled. **"Apply now! The deadline for submissions is 12th December 2024."**

### Job Title: Incubation Analyst

**Location:** WISE SNTWU Incubation Centre

**Reports To:** Chief Executive Officer

### Job Summary:

The Incubation Analyst plays a critical role in supporting the operations and activities of the WISE SNTWU Incubation Centre. This position is responsible for analysing business needs, supporting startups through various stages of incubation, and providing data-driven insights to enhance incubation processes. The Incubation Analyst will work closely with incubated startups, providing them with necessary resources, mentorship, and monitoring progress to ensure growth and success.

### Key Responsibilities:

- **Startup Support:**
  - Assist in identifying promising startups and evaluating their potential for incubation.
  - Support startups in defining their business strategies, market positioning, and growth plans.
  - Conduct regular review meetings with incubated startups to assess progress and provide feedback.
- **Data Analysis & Reporting:**
  - Analyze data from incubation programs to track performance, growth metrics, and outcomes of startups.
  - Prepare detailed reports and presentations for internal stakeholders and funding bodies.
  - Provide data-driven insights to improve the incubation process and tailor support for startups.

- **Program Management:**
  - Assist in the design, planning, and execution of various incubation programs, workshops, and events.
  - Coordinate with mentors, investors, and industry experts to support startups in the incubation program.
  - Monitor startup performance and facilitate resources like funding, mentorship, and technical assistance.
- **Stakeholder Engagement:**
  - Build and maintain relationships with startups, mentors, investors, and industry partners.
  - Support the development of marketing and communication strategies to promote the incubation centre's activities and success stories.
  - Represent the incubation centre in external events and networking forums as needed.

#### **Qualifications:**

- Bachelor's degree in Business, Entrepreneurship, Economics, or a related field. A Master's degree is preferred.
- Strong analytical skills with proficiency in data analysis tools and software.
- Excellent communication and presentation skills.
- Ability to work effectively with diverse stakeholders, including entrepreneurs, investors, and industry experts.
- Passion for entrepreneurship and the startup ecosystem.

#### **Skills & Competencies:**

- **Analytical Thinking:** Ability to analyze complex data sets, identify trends, and derive actionable insights.
- **Communication:** Strong verbal and written communication skills to interact effectively with startups and stakeholders.
- **Problem-Solving:** Aptitude for solving challenges faced by startups and creating strategies for their growth.
- **Organizational Skills:** Ability to manage multiple projects, events, and stakeholders simultaneously.
- **Networking:** Strong ability to build and maintain professional relationships in the startup ecosystem.

#### **What We Offer:**

- A dynamic and collaborative work environment.
- Opportunities to work with a diverse range of innovative startups.

- Professional growth and development opportunities.

**Salary: Negotiable**



**Date:-03/12/2024**

**Dr.Divya Rathod**

**Chief Executive Officer**

**WISE SNDTWU IC**

CEO

WISE SNDTWU INCUBATION CENTRE