



WISE SNTWU INCUBATION CENTRE (Section 8 Company)



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

Reg. No. U80902MH202INPL35TT54

Date : 03 DEC 2024

WISE at SNDT 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 SNDT 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]. 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 Manager

Location: SNDT Women's University ,Juhu

Company: WISE SNTWU Incubation Centre

Reports to: Chief Executive Officer (CEO) / Director

Job Summary:

We are looking for an Incubation Manager who will be responsible for managing the end-to-end operations of the incubation center. The ideal candidate will work closely with entrepreneurs, startups, and various stakeholders to facilitate the growth of innovative business ventures. This role includes overseeing mentorship programs, managing resources, and ensuring successful incubation of startups from entry to graduation.

Key Responsibilities:

- **Incubation Program Management:**
 - Oversee the development and execution of incubation programs, including workshops, seminars, and other training activities.
 - Manage the onboarding process of new startups, from application to incubation, including business planning, funding, and mentoring.
- **Startup Support:**
 - Assist incubated startups with business development, strategy planning, market analysis, and operational execution.
 - Provide guidance in areas like finance, marketing, operations, and legal compliance.
- **Mentorship and Networking:**
 - Facilitate connections between startups and mentors, industry experts, and investors.
 - Develop a strong mentorship network and ensure effective mentor-startup matching.

- **Fundraising and Partnerships:**
 - Assist startups in identifying and securing funding opportunities, including government grants, VC funding, angel investors, etc.
 - Develop partnerships with corporate, academic, and government entities to support the incubator and its startups.
- **Resource Management:**
 - Ensure that startups have access to necessary resources such as office space, infrastructure, and technical support.
 - Manage the incubation center's operational budget and oversee procurement of essential services.
- **Monitoring and Evaluation:**
 - Track the performance of incubated startups, regularly evaluate progress, and provide feedback to improve their chances of success.
 - Develop metrics for measuring the success of the incubation program and report on key performance indicators.
- **Events and Community Building:**
 - Organize networking events, pitch sessions, demo days, and other activities to foster collaboration and showcase startup progress.
 - Build and nurture a community of entrepreneurs and innovators around the incubation center.
- **Compliance and Reporting:**
 - Ensure that all incubated startups comply with legal, regulatory, and ethical requirements.
 - Prepare periodic reports on incubation progress for senior management and stakeholders.

Key Requirements:

- **Educational Qualification:**
 - Bachelor's or Master's degree in Business Administration, Entrepreneurship, or a related field.
 - Additional certification or experience in innovation and startup ecosystems is a plus.
- **Experience:**
 - Minimum of 5-7 years of experience in startup incubation, business development, or a related field.
 - Proven experience in mentoring, coaching startups, or leading innovation-driven programs.
- **Skills:**
 - Strong understanding of the startup ecosystem and entrepreneurial challenges.

- Excellent organizational and project management skills.
- Strong networking abilities and interpersonal skills to manage diverse stakeholders.
- Good financial acumen with the ability to guide startups on business strategy and fundraising.
- Ability to work in a dynamic and fast-paced environment.

Salary: Negotiable

Date:-03/12/2024



Dr. Divya Rathod

Chief Executive Officer

WISE SNTWU IC

CEO

WISE SNTWU INCUBATION CENTRE