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## Job Openings at

### Jain University Incubation Centre (Jain Launchpad),

A not-for-profit company registered under Section 8 of Companies Act, 2013

*As we leap into our next phase, we are expanding our team and looking for dedicated, motivated and creative individuals ready to take up exciting challenges that create a mark on the Startup scene in the Country!*

#### **Full-time Positions Open:**

- Associate - Program (1)

**Location:** Bengaluru

**Last Date for Application:** Oct 15, 2022 (or till the posts are filled)

**Apply here:** <https://bit.ly/workatjain>

#### **About JAIN LAUNCHPAD:**

JAIN LAUNCHPAD has a legacy of supporting and investing in startups as early as 2001. Over the years JAIN LAUNCHPAD has built a strong base in the Bangalore/Indian Startup Ecosystem with various innovative programs and events covering the entrepreneurial journey of founders from Ideation, Problem solution fit, Product-Market fit to Business Model fit and scaling growth stage startups. The Technology Business Incubator, NIDHI accelerator and NIDHI Seed Support Programs are supported by NSTEDB, DST, Govt. of India. Also, Elevate WomEN incubation program is supported by KITS, Dept. of EI, IT, BT and S&T, Government of Karnataka. JAIN LAUNCHPAD engages with startup founders at the national level and provides an end-to-end ecosystem for startups to succeed

Since the launch in 2016, Jain Launchpad has engaged with over 7000+ aspiring entrepreneurs, students and founders and has supported over 150 startups. The 70+ strong startup portfolio at Jain Launchpad has the collective valuation of INR 1500Cr with overall fund raise of INR 100Cr. Though the incubator is sector agnostic, there is a strong focus to support startups in the emerging technologies. Emphasis is also given to nurture startup founders from under-privileged regions, women led startups and student entrepreneurs.

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### **Role: Associate - Program**

**Job Description:** The Program Associate shall be responsible for end-to-end startup portfolio management. The responsibilities include, but are not limited to:

- **Sourcing and screening startups applications:** coordinating startup admission process by calling and screening the startup applications.
- **Supporting startups:** Onboarding the start-ups, assessment of startups' needs, coordinating the delivery support, event management, and fund disbursal.
- **Monitoring startup progress:** Tracking and monitoring the progress of startups, reporting performance and status of startups.
- Any other duties as required as per the needs of the organization.

### **Qualifications:**

- Bachelor's degree in engineering, business, or similar. A Master's Degree will be advantageous.
- A minimum of three years' work experience in the startup ecosystem i.e. incubator, accelerator, associations, or a non-profit with a primary focus on facilitating and activating support for startups or similar work experience.

### **Desired Characteristics:**

- Understanding of incubator operations and knowledge of startup ecosystems.
- Interest and passion for nurturing technology innovation/ entrepreneurship.
- Administrative and managerial skills with the ability to multitask.
- Expert organizational, documentation, and communication skills (written, verbal, visual)
- Comfortable working & communicating with individuals of all professional levels, including senior-level management
- Proficient in Microsoft Suite or compatible applications, collaborative Apps (Slack, Microsoft Teams, Google docs/sheets), and audio and video conferencing tools.
- Data-driven & results-driven, with a strong, competitive desire to win
- Creative thinker who pushes the limits
- Meet tight deadlines and maintain composure in high-pressure situations
- Exceptional at learning on the fly and tackling new projects with little or no guidance
- Ability to plan and execute small-medium size events

**Remuneration:** Compensation will range between INR 25,000-INR 35,000 per month based on relevant experience and suitability/fit