



Job Description - Position: – Program Manager, Non-Profit Incubation Initiative-NSRCEL

Summary:

Indian Institute of Management Bangalore invites applications for the Program Manager, Non-Profit Incubation Initiative-NSRCEL (N S Raghavan Centre for Entrepreneurial Learning).

Based in Bangalore, the Program Manager will play an entrepreneurial role in helping to launch and run the non-profit incubation initiative. The Program Manager will work closely with the leadership team at IIMB, and various external stakeholders in building a world-class center of non-profit excellence. Established in 1973, the Indian Institute of Management Bangalore (IIMB) is recognized as a leading international post-graduate center of management studies and research, offering a range of doctoral, post-graduate and executive education programs. IIMB's charter is to build leaders and entrepreneurs through holistic, transformative and innovative education.

The mission of the non-profit incubation initiative is to seed and nurture high-performing non-profits through incubation and soft-support, early-stage financing, and research & learning. The non-profit incubation initiative will be housed within IIMB's Nadathur S Raghavan Centre for Entrepreneurial Learning (NSRCEL). NSRCEL was set-up in 2002 with a vision of creating a world-class center for excellence in seeding, nurturing and promoting entrepreneurship with an emphasis on start-ups with high growth potential. Today the center has emerged as India's premier hub for entrepreneurship and incubation, carefully selecting the entrepreneurs to be supported and offering selected start-ups a robust set of wrap-around services to help them succeed.

Major Duties and Responsibilities:

- **Pre-launch Activities:** The Program Manager will help coordinate the launch of the incubation initiative through developing the institutional structure and processes needed to be in place. S/he will also be responsible for supporting the leadership team in assembling and coordinating the initial meetings of the advisory board.
- **Managing the selection process:** IIMB aims to put in place a robust and highly-selective intake process to identify the non-profits participating in the incubation program. The Program Manager will be responsible for managing the entire selection process – outreach, application review, coordinating meetings of the selection committee, notifying candidates etc.
- **Managing the incubation operations:** The non-profits selected into the program will be provided tenancy, mentoring support, access to consulting services, tenancy at NSRCEL, and early-stage financing. The Program Manager will be responsible for holistically managing these support services by coordinating with various stakeholders both within and outside IIMB.
- **Communications Support:** The Program Manager will be responsible for coordinating communication activities related to the incubation initiative including issuing press releases, engaging with media organizations, and representing IIMB at public forums and events.

- **Relationship Management and Fundraising:** The Program Manager will help manage the key stakeholder and funding relationships related to the incubation initiative. S/he will help support the incubated non-profits to help raise external funding, as well as explore opportunities to raise additional funding to expand scale of the incubation initiative.

Key Skills / Abilities/Knowledge required:

- **Passion:** Strong commitment to social change and passionate about working with early-stage entrepreneurs.
- **Entrepreneurial Ability:** We need a visionary self-starter who is able to take advantage of the opportunity to build a world-class center for non-profit excellence.
- **Solid business acumen:** Understanding of operations, finance, HR and technology and how these variables need to converge to help run an efficient non-profit.
- **Operations ninja:** We are looking for someone who enjoys details and is excited about managing day-to-day operations (and yes, happens to be good at it).
- **Great with people:** You need to be someone who has phenomenal people skills and actually love and enjoy working with people.

Education and Experience:

- Master's Degree in business, policy or allied subjects from a leading institution
- 10+ years of experience in the private or non-profit sector
- Prior experience working directly start-ups and/or incubators would be highly preferred
- Exposure and/or experience working with non-profits would be relevant but not required

Reporting Relationships:

The Program Manager will report to the Chief Operating Officer-NSRCEL.

The position offered is on contract initially for 2 years and is renewable subsequently. Compensation will be based on Institute norms and the applicant's qualification and experience. Selected candidates should be prepared to take up the assignment by May 15 2016. Candidates meeting the above job requirements and desirous of being considered may apply online by visiting <http://iimbersrv.iimb.ernet.in/prod/pfonlapp.home>

Closing date for applications is May 02 2016. Candidates shortlisted will be intimated.