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We're Hiring: Manager (Project) at IIT Ropar- Technology Business Incubator Foundation

Join our dynamic team as a **Manager (Project)** at a leading **Incubator Company (IIT Ropar Technology Business Incubator Foundation)** driving entrepreneurship, technology, and growth.

Location: IIT Ropar, Rupnagar, Punjab 140001

Employment Type: Contract for one (1) year extendable to (3) years .

Salary: Commensurate with experience and performance in the interview.

Job Overview:

The Manager (Project) plays a central role in **planning, executing, and overseeing the projects and their implementation**. This role demands strong multitasking, stakeholder engagement, and operational excellence within a fast-paced, innovation-driven environment.

Key Responsibilities:

1. Program & Project Execution

- Source Projects from Govt and Corporates, Funding Agencies
- Project Mapping / Deliverable Setting/ Budgeting/ Execution.
- Coordinate end-to-end project timelines and Track milestones and ensure deliverables are met for all program phases.



IIT Ropar

Technology Business Incubator Foundation

(A Section 8 Non-Profit Entity of IIT Ropar)
Top Floor (East Wing), M. Visvesvaraya Block
Indian Institute of Technology Ropar, Rupnagar - 140001 (Punjab) India



2. Stakeholder Coordination

- Engage with external stakeholders such as government agencies, implementing agencies/ startups, industry partners, academic collaborators, and funding bodies.
- Draft project reports and presentations for funders and Investors.

3. Event & Community Management

- Organize hackathons, pitch days, innovation challenges, investor meets, and workshops.
- Build and nurture a vibrant startup ecosystem and community.

4. Operations & Compliance

- Maintain documentation for funding programs, grant utilization, and audits.
- Ensure compliance with guidelines of grant-giving authorities and maintain transparency.

5. Marketing & Outreach Support

- Collaborate with the marketing team to promote programs and success stories.
- Represent the incubator at startup events, conferences, and external meetings.

Key Skills & Competencies:

- **Project Management:** Proven ability to manage multiple initiatives with tight timelines.
- **Communication:** Strong interpersonal and written skills for engaging with startups and stakeholders.
- **Startup Understanding:** Familiarity with startup lifecycle, business models, and early-stage fundraising.
- **Tools:** Proficiency in MS Office, Google Workspace, project tracking tools (e.g., Trello, Asana), and CRM software.



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- **Problem-Solving:** Solution-oriented with an agile mindset and entrepreneurial thinking.
 - **Reporting:** Experience with impact measurement, data tracking, and report writing.
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Qualifications:

- **Education:** Bachelor's degree in Business, Engineering, Science, or related field. MBA or equivalent is a plus.
 - **Experience:** 3–6 years in program/project management, startup ecosystems, or innovation-driven environments.
 - **Certifications (Preferred):** PMP, PRINCE2, or Agile/Scrum certifications are a bonus.
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Why Join Us?

- Work with exciting startups solving real-world problems
 - Be part of a high-impact, innovation-driven ecosystem
 - Network with top mentors, investors, and innovators
 - Grow with a supportive, energetic, and purpose-driven team
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Apply Now!

Kindly fill out the Google Form to apply: <https://forms.gle/FU389fUnTrBPJfK9>

Last date of submission of application : 16.06.2025

Subject: Application for Manager (Project)