



0522-2989090



incubation@foaaktu.ac.in

Recruitment: Assistant Incubation Manager (Ad hoc), at Lucknow, INR 40000/month

The Assistant Incubation Manager shall be involved in understanding and providing for the needs of Incubated startups. He/ She should possess and experience of working in the startup ecosystem or in a startup. Building and maintaining a strong relationship with the startup founders, understanding the stage and needs of the startup and facilitating mentor interactions, resource connects, industry connects and providing access to guidelines will be critical part of the role.

Roles and responsibilities

- Work closely with the incubation center to ensure the day-to-day smooth running of the incubator.
- Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs.
- Manage the day-to-day interaction with the Incubates and provide continued incubation support to entrepreneurs.
- Execute a rolling calendar of operational and engagement strategy for entire community, both internally and externally, including – startups, investors, incubators, institutes, corporates, mentors, advisors and domain experts.
- Development of content for proposal and presentation for meetings.
- Planning and overseeing new marketing, branding and event initiatives

Desired candidate profile

- Bachelor/Master's degree with minimum 2 years of relevant experience in business development. Preference will be given to science graduate.
- Preference to related experience in business development for incubator/accelerator or startup or MSMEs.
- Candidate should have presentable personality, excellent written and verbal communication skills, and strong ability to summaries and build proposals.
- Proficiency in Microsoft power point, word and excel.
- Knowledge of startup policies in India and Uttar Pradesh.
- Excellent research, analytical and reporting skill.

How to apply

Interested candidate should send their **CV and cover** letter detailing their relevant experience and motivation for the role to incubation@foaaktu.ac.in by **16 February 2025**. Please add “Assistant Incubation Manager Application” in the subject line.

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