

## Opening for Manager/Sr. Manager (BIRAC BioNest)

**Last Date to Apply: 31st May 2026 or until the position is filled.**

*IIT Mandi Catalyst is looking for an enthusiastic and resourceful individual to be part of our growth story. Catalyst offers a unique set of creativity, dynamism, and career growth opportunities.*

**IIT Mandi Catalyst**, the first Technology Business Incubator (TBI) in the state of Himachal Pradesh, is a non-profit Section 8 company established at the Indian Institute of Technology Mandi (IIT Mandi). The incubator was set up with the initial support of the Department of Science and Technology (DST), Government of India, and has since received continued support from several key government bodies including the Ministry of Electronics and Information Technology (MeitY), Biotechnology Industry Research Assistance Council (BIRAC) under the Department of Biotechnology (DBT), Startup India under the Department for Promotion of Industry and Internal Trade (DPIIT), and the Department of Industries, Government of Himachal Pradesh under the Startup Himachal initiative. IIT Mandi Catalyst has also been selected as an Established Incubation Centre (EIC) by the Atal Innovation Mission (AIM), NITI Aayog, and receives support from various CSR partners. With a mission to strengthen the startup ecosystem in the Himalayan region and across the country, the incubator focuses on nurturing deep-tech and engineering-driven startups.

**To know more, visit our website:** [www.iitmandicatalyst.in](http://www.iitmandicatalyst.in)

<b>Job Title</b>	Manager, Sr.Manager(BIRAC Bionest)
<b>Location</b>	Mandi, Himachal Pradesh
<b>Company</b>	IIT Mandi Catalyst
<b>Employment Type</b>	Full Time
<b>Remuneration</b>	As per industry norms and candidate experience.
<b>Application through</b>	Application links provided in the advertisement

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## Key Responsibilities

### Program Management & Strategic Execution

- Lead and manage incubation, innovation, and entrepreneurship-focused programs supported by government bodies, private organizations, CSR initiatives, and ecosystem partners.
- Drive end-to-end planning, execution, monitoring, and implementation of programs under BIRAC BioNEST, DBT, DST, and other biotechnology and innovation-related schemes and

ecosystem initiatives.

- Lead proposal writing, grant applications, concept note preparation, program documentation, and strategic submissions for funding opportunities and collaborative projects.
- Oversee proposal screening, startup evaluation, due diligence processes, selection activities, and onboarding of startups under incubation and acceleration programs.
- The role involves enabling startups and innovators to identify, protect, and file intellectual property wherever applicable to safeguard their interests. It also includes supporting IP awareness, facilitating connections with relevant experts and agencies for patent filing, and assisting startups in protecting and commercializing their innovations effectively.
- Ensure smooth implementation of incubation programs, accelerator cohorts, innovation challenges, capacity-building initiatives, and ecosystem development activities.
- Monitor program milestones, deliverables, utilization reports, compliance documentation, KPIs, and impact assessment reports for timely submission to stakeholders and funding agencies.
- Drive strategic planning and expansion of incubation and innovation initiatives aligned with organizational growth objectives.
- Identify new funding opportunities, strategic collaborations, and institutional partnerships for ecosystem development.

### **Startup Incubation & Ecosystem Development**

- Manage incubated startups and provide strategic, operational, and ecosystem support throughout different stages of the startup lifecycle.
- Coordinate mentoring sessions, investor connects, review meetings, expert consultations, networking engagements, demo days, and startup showcase events.
- Guide startups in identifying suitable grants, funding opportunities, government schemes, commercialization pathways, market access programs, and partnership opportunities.
- Facilitate collaboration between startups, corporates, academic institutions, research organizations, industry experts, investors, and ecosystem enablers.
- Support startups in fundraising readiness, investor outreach, regulatory pathways, and commercialization planning

### **Stakeholder & Partnership Management**

- Act as a point of contact for startups, mentors, investors, funding agencies, corporates, government bodies, academic institutions, and ecosystem stakeholders.
- Build and strengthen strategic partnerships, institutional collaborations, outreach initiatives, MoUs, and cross-sector innovation programs.
- Coordinate stakeholder meetings, partnership discussions, ecosystem engagements, and collaborative activities to support organizational and program objectives.
- Represent the organization in ecosystem events, conferences, networking platforms, and strategic engagement activities.

### **Operations, Reporting & Documentation**

- Oversee operational management of incubation activities, startup databases, reporting systems, program trackers, and internal coordination processes.
- Prepare reports, presentations, grant utilization documents, impact reports, ecosystem updates, communication materials, and program summaries for internal and external stakeholders.
- Coordinate budget planning, vendor management, operational workflows, event execution, and administrative processes related to incubation and innovation programs.
- Ensure proper maintenance of compliance records, operational documentation, startup data, and reporting frameworks aligned with organizational and funding agency requirements.

### **Team Management & Leadership**

- Lead, supervise, and manage junior team members, program associates, interns, and coordinators involved in incubation, startup engagement, innovation management, and operational activities.
- Delegate responsibilities effectively and ensure smooth workflow management, timely execution of tasks, and achievement of program deliverables across multiple projects and initiatives.
- Provide mentoring, training, and professional guidance to team members in proposal development, reporting, startup coordination, stakeholder communication, event execution, and ecosystem engagement activities.
- Monitor team performance, review operational deliverables, and maintain quality standards, timelines, and compliance requirements across all program and operational activities.
- Facilitate smooth coordination between internal departments and external stakeholders to ensure efficient execution of organizational initiatives and ecosystem programs.
- Assist senior leadership in strategic planning, operational decision-making, process optimization, resource allocation, and implementation of high-impact incubation and innovation initiatives.
- Support the development of a collaborative, performance-driven, and professionally managed work environment aligned with organizational goals and ecosystem objectives.

### **Eligibility Criteria**

- Master's degree, PhD in Biotechnology, Life Sciences, Healthcare, related field.
- Minimum 4+ years of relevant experience in incubation centres, startup ecosystems, innovation management, biotechnology programs, entrepreneurship development, or government-funded projects and initiatives.
- Experience in handling startups, stakeholder engagement, program execution, and reporting activities.
- Strong communication, coordination, and documentation skills.

### **Preferred Skills**

- Knowledge of biotechnology, healthcare, medtech, agritech, or life sciences startup ecosystem.
- Familiarity with government innovation schemes such as BIRAC, BioNEST, DBT, DST, Startup India, AIM, and MSME initiatives.
- Experience in ecosystem building, startup mentoring coordination, and partnership development.
- Proficiency in MS Office, reporting tools, and presentation preparation.

## Key Competencies

- Program Management
- Startup Incubation
- Stakeholder Coordination
- Government Scheme Management
- Reporting & Documentation
- Ecosystem Development
- Communication & Networking
- Event & Operations Management
- Problem Solving & Execution Skills

## Terms/Instructions:

1. Only shortlisted candidates will be contacted/informed through email/phone.
2. IIT Mandi Catalyst reserves the right to fill up the post, not to fill up the post, or cancel the advertisement in whole or in part without assigning any reason. The company also reserves the right to place a limit on the total number of candidates to be called for written tests/or interviews. The decision of the company in this regard will be final.
3. Documentary evidence of all educational and professional qualifications will be required to be produced when specified.
4. The company can verify the antecedents or documents submitted by a candidate before the appointment, at the time of appointment, or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
5. If it is found later that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
6. The applicants will be considered till the post is filled.

**Note: All applications should be routed through the application link provided at the top of the advertisement. Email us only in case of questions**