

Opening for Manager/Senior Manager/AGM/GM (Portfolio Management)

Last Date to Apply: 31st July 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

Job Title	Manager/Senior Manager/AGM/GM (Portfolio Management)
Location	Mandi, Himachal Pradesh
Company	IIT Mandi Catalyst
Employment Type	Full Time
Remuneration	As per industry norms and candidate experience
Application through	Application links provided in the advertisement

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Role Overview:

The Incubation Program Manager will be responsible for managing and executing startup incubation and accelerator programs while supporting startup growth, stakeholder engagement, and ecosystem development. The role involves program execution, startup mentoring coordination, investor engagement, reporting, and cross-functional collaboration to ensure the successful delivery of incubation initiatives.

Key Responsibilities:

- Lead end-to-end delivery of incubation, corporate, and international accelerator programs, ensuring timelines, milestones, and KPIs are consistently met.
- Define strategy, targets, and quality standards for the portfolio management function, translating organisational goals into team and program-level plans.
- Lead and mentor the portfolio management team, including hiring, onboarding, performance reviews, and capability development.
- Own budgeting, resource allocation, and planning for programs, and monitor spending against approved budgets.
- Guide startups on business models, product development, commercialisation strategy, operational planning, and intellectual property (IP) matters.
- Manage startup onboarding, mentorship, KPI monitoring, portfolio tracking, and risk identification to ensure measurable outcomes.
- Support startup fundraising readiness — pitch decks, financial models, and investor connects — and evaluate startups for potential investment or seed funding from the incubator, including due diligence and term sheet/cap table support.
- Track the incubator's investment portfolio, including funding raised, follow-on rounds, valuations, and returns.
- Support structuring of investment or seed funding terms for portfolio startups, coordinating documentation with finance and legal teams.
- Facilitate co-investment and syndicated funding rounds by connecting startups with angel networks, venture capital funds, and corporate investors.
- Identify relevant government and CSR funding schemes and lead proposal writing to secure funding.
- Drive CSR fund generation by building and managing relationships with CSR and corporate partners.
- Serve as the primary point of contact for startups, corporate clients, mentors, investors, and ecosystem partners.
- Organise mentorship sessions, workshops, and training programs to strengthen founder capability.
- Maintain structured reports, trackers, and compliance documentation in line with organisational SOPs and funding/grant standards.
- Act as the escalation and decision-making point for program-level issues, coordinating with operations, partnerships, marketing, finance, and legal teams.
- Build and maintain relationships with industry experts, government bodies, mentors, investors, and ecosystem partners.
- Represent the portfolio management function in leadership reviews, presenting updates and outcomes to senior leadership and, where required, the Board.

Required Skills & Competencies:

- Team leadership, people management, and performance management
- Strategic planning, budgeting, and resource allocation

- Program and project management, with a strong understanding of the startup ecosystem
- Investment evaluation, due diligence, and financial analysis
- Proposal writing and the ability to identify government/CSR funding schemes
- Stakeholder management, including senior investor and government relationships
- Communication, negotiation, and reporting/presentation skills

Preferred Qualification:

- Bachelor's/Master's degree in Management, Business Administration, Entrepreneurship, Engineering, or related field.
- Prior experience in incubation centres, accelerators, startup ecosystem organisations, or innovation programs is mandatory.

Experience

Relevant skills and domain knowledge are required as per the position:

- Relevant experience in the startup ecosystem, incubation centres, accelerator programs, innovation management, portfolio management, or entrepreneurship support initiatives.
- Strong understanding of startup business models, market access strategies, customer engagement, ecosystem building, and startup growth support activities.
- Prior experience in managing incubation or accelerator programs, investor engagement, startup portfolio tracking, and cross-functional coordination will be preferred.

Terms/Instructions:

1. Only shortlisted candidates will be contacted/informed through email/phone.
2. 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