

Startup Incubation & Innovation Centre, IIT Kanpur

Invites applications for “Executive (Investment & Portfolio)”

Job Title	Executive (Investment & Portfolio)		
Job Code	EXE-SIIC-INV		
Job Type	Contractual	Location	Kanpur (Uttar Pradesh)
Job Description	<p>The Executive – Investments & Portfolio will support the investment team in managing startup investment pipelines, coordinating investor-founder engagements, and tracking institutional funding programs. The role combines investment operations, startup financial analysis, portfolio tracking, and stakeholder coordination.</p> <p>The ideal candidate should possess strong analytical skills, attention to detail, financial modeling capability, and a keen interest in startups and venture investing.</p>		
Responsibilities	<ul style="list-style-type: none">• Maintain & update portfolio trackers covering fundraising status, financial performance, operational KRIs, and key startup milestones.• Coordinate and track meetings, follow-ups, and engagement activities between investors, founders, mentors, and institutional stakeholders.• Monitor progress, documentation, compliance requirements, and reporting for institutional investment and funding programs.• Conduct preliminary screening and assessment of startups including business models, traction metrics, financials, and fundraising readiness.• Review and assist startups in refining financial models, projections, burn rate analysis, funding requirements, unit economics, and valuation assumptions.• Assess startup financials, cash runway, and investment preparedness to support fundraising and investment readiness.• Prepare investment summaries, portfolio updates, and internal reports for the investment team and partner institutions.• Ensure timely data management, reporting accuracy, and follow-up across portfolio and investment activities.• Support the execution of startup demo days, investor connects, and investment-related initiatives.		
Travel	As and when required.		

<p>Eligibility</p>	<ul style="list-style-type: none"> • Bachelor’s degree in Finance, Commerce, Management, Engineering, Economics, or a related field. • 1–3 years of relevant experience in venture capital, startups, consulting, finance, accelerator/incubator programs, or program management. • Strong financial modeling and analytical skills with familiarity in startup valuation methodologies. • Understanding of startup finance concepts including runway, burn rate, unit economics, cap tables, and fundraising processes. • Proficiency in Excel, PowerPoint, Google Sheets, and presentation/reporting tools. • Prior experience working in an accelerator, incubator, venture studio, startup ecosystem, or investment environment will be preferred.
<p>Desirable</p>	<ul style="list-style-type: none"> • Exposure to venture capital, startup fundraising, or investment ecosystems. • Experience evaluating startup pitch decks and financial projections. • Familiarity with some CRM systems, or startup databases/platforms. • Understanding of investor reporting and portfolio management practices.
<p>Key Skills</p>	<ul style="list-style-type: none"> • Strong analytical and numerical abilities. • Excellent coordination, follow-up, and stakeholder management skills. • Strong verbal and written communication skills. • High attention to detail and strong data management capability. • Ability to manage multiple tasks and timelines in a fast-paced environment. • Interest in startups, innovation ecosystems, and venture investing. • Problem-solving mindset with a proactive approach to execution.
<p>Communication</p>	<p>Apply now: https://forms.gle/pfYKsKjimmuLdyrp7</p> <p>Note: Applications without job code won’t be accepted</p>