

Startup Incubation & Innovation Centre, IIT Kanpur

Invites applications for “Assistant Manager – Portfolio Compliance & Government Business Development”

Job Title	Assistant Manager – Portfolio Compliance & Government Business Development		
Job Code	AM-PC		
Job Type	Contractual	Location	Kanpur (Uttar Pradesh)
Job Description	<p>The Assistant Manager – Portfolio Compliance & Government Business Development is responsible for managing startup portfolio compliance, coordinating government-funded programs, driving mentorship initiatives, and supporting institutional business development activities.</p> <p>The role involves end-to-end execution of funded programs, startup due diligence, agreement coordination, mentorship management, progress reviews, reporting, and collaboration with internal teams and external stakeholders to ensure smooth program delivery and compliance.</p>		
Responsibilities	<p>1. Centralized Data Management</p> <ul style="list-style-type: none">• Contribute to institutional data submissions including NIRF.• Manage due diligence documentation for startups (pre-selection and post-selection).• Coordinate with legal teams for grant agreements, NDAs, and commercial agreements.• Maintain compliance trackers, startup records, and MIS.• Draft Minutes of Meetings (MoMs) and program documentation.• Support portfolio management of incubated and non-incubated startups. <p>2. Mentorship Program Management</p> <ul style="list-style-type: none">• Onboard mentors and manage mentor relationships.• Map mentors with startups based on need areas.• Facilitate mentoring sessions and webinars.• Coordinate alumni connects and investor interactions.• Draft MoMs and support mentor-startup agreements.• Organize knowledge sessions covering investment, governance, certifications, IP, sustainability, and technology.• Track mentor engagement and startup feedback. <p>3. Events, Workshops & Outreach</p> <ul style="list-style-type: none">• Plan and coordinate residential accelerator workshops and launch events.• Handle logistics including accommodation, venue management, guest coordination, and media engagement.• Prepare detailed workshop and program reports.• Coordinate with media team for creatives and social media content.		
Travel	As and when required.		

Eligibility	<p>Master's degree in Management, Engineering, Science, Technology, or related fields with 5+ years of relevant experience in:</p> <ul style="list-style-type: none"> o Incubators o Startup ecosystem, compliance, or program coordination roles o Government programs such as Startup India, NITI Aayog, or similar initiatives
Desirable	<ul style="list-style-type: none"> • Multi-Tasking & Time Management • Strong documentation and reporting skills • Understanding of government schemes and compliance processes • Ability to work in a structured, confidential, and deadline-driven environment • Good communication skills in English • Proficiency in Excel, trackers, MIS, PowerPoint and documentation tools
Communication	<p>Apply now: https://forms.gle/pfYKsKjimmuLdyrp7</p> <p>Note: Applications without job code won't be accepted</p>