

**Startup Incubation & Innovation Centre, IIT Kanpur**

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

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

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