

### Job Description

<b>Job title</b>	<b>Investment Manager</b>
<b>Reporting to</b>	Chief Executive Officer
<b>Grade</b>	Sr Manager / General Manager /Asst. Vice President
<b>Organization Description</b>	Startup Incubation and Innovation Centre (SIIC), IIT Kanpur, is a dynamic and innovative incubator dedicated to nurturing startups and early-stage ventures to achieve their full potential. We provide a comprehensive ecosystem of resources, mentorship, and funding to empower entrepreneurs in turning their ideas into successful businesses.
<b>Location</b>	Kanpur / Noida

#### Purpose of the job

We are seeking a talented and experienced Investment Manager to join our team. The Investment Manager will play a pivotal role in bringing investment to the incubated startups, sourcing and evaluating investment opportunities, and providing strategic guidance to our portfolio companies. The person appointed will be part of a small team responsible for the investments in Investable Startups Incubated with Incubator.

The Investment team has a mandate that includes direct funding, direct investments, and various Investment Partner commitments.

#### Main duties

The key aspects of the role will involve:

- Critically appraising proposals for new funds including in-depth analysis of track records, team dynamics and other aspects in order to contribute towards financial and investment analysis, due diligence, financial modelling and negotiation of legal agreements;
- Support investment proposals for new fund investments through the internal investment processes, e.g. support preparing investment pitch, business plan projections etc.
- Working with internal teams and specialist legal advisors to scrutinise investment legal documentation to ensure consistency with the commercial agreed terms.
- Preparing periodic reports and analysis of the Investable Startups companies and performance of Investee Startups.
- Dealing with matters arising with investments, analysing and communicating issues with stakeholders to ensure the best possible outcome of these investments for the fund;

#### Knowledge and experience

##### Essential

- Ability to work collaboratively and flexibly as part of a team to achieve target Investments.
- Strong organisation skills to manage multiple Investable Startups and Funding Agencies to complete projects within agreed deadline.
- Demonstrable ability to communicate effectively, both verbally and in writing.

##### Desirable

- Experience of working in a financial (fund management, investment banking, corporate financial or commercial lending environment); consultancy or other commercial organisation.
- Knowledge or experience of equity financing for early-stage/high growth companies.
- Knowledge and experience of performing due diligence projects.
- Experience of building and maintaining strong relationships with key stakeholders (internal and external).
- Understanding of financial reporting and accounts.

#### Internal and external stakeholders

### Startup Incubation and Innovation Center

DJAC Building, IIT Kanpur, Kalyanpur,  
Kanpur Nagar, Uttar Pradesh, India - 208016.

Phone: (+91) 512 2597057 | Email: [hr@siicfirst.com](mailto:hr@siicfirst.com) | website: [www.siicfirst.com](http://www.siicfirst.com)

Reports to Chief Executive Officer

The role requires day to day interaction with external VC Funds, Angel Investors, Financial Institutions i.e. SIDBI, Banks including Legal and Corporate Governance & Compliances.

#### Qualifications

- A degree in an Analytical discipline (e.g. Economics, Accounting, Law, Business Management or Engineering).

#### Key competencies/behaviours

- Trust and Integrity
- Embodies the Employee Value Proposition
- Execution and Results
- Articulates clear objectives and qualitative/quantitative measures of success, aligned to the Funding Agencies Bank's objectives
- Collaboration
- Communicates and disseminates key messages

Additional key behaviors:

- Excellent verbal and written communication skills.
- Strong team worker
- Proactive with the ability to deliver results
- Numerate and analytical skills
- A passion for high growth companies and emerging technology/industry/sectors
- Strong organisational skills

#### Other Information

- This is a full-time position based in IIT Kanpur campus in Kanpur. However, the candidate should be open to be relocated to IIT Kanpur Extension Centre at sector 62, Noida.
- Competitive salary and benefits package commensurate with experience.
- Opportunity for career growth and advancement within our organization.

If you meet the qualifications and are excited about the prospect of joining our dynamic team, please submit your resume and cover letter outlining your relevant experience to [hr@iitkfirst.com](mailto:hr@iitkfirst.com). We look forward to hearing from you!

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