**JOB DESCRIPTION**

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| **Position Title:** Incubation Manager | **Level:** Manager |
| **Reporting to:** CEO, VentureStudio | **Centre:** VentureStudio, Ahmedabad University |
| **About the Centre:**  VentureStudio is a Startup incubator established by Ahmedabad University in 2011 in active collaboration with Stanford University - Centre for Design Research. We are a Technology Business Incubator (TBI) approved by the National Science Technology Entrepreneurship Development Board, DST; a nodal institute with the Government of Gujarat and has been approved under multiple NIDHI Schemes such as Prayas, Entrepreneur-in-Residence and Seed Support Scheme. Over 45 ventures have been incubated in diverse domains such as health, education, energy, environment, agriculture, consumer products, transportation etc.  VentureStudio has recently been approved as BIRAC- BioNEST bioincubator facility. We look forward to catalysing and spurring innovation in Life Sciences & Healthcare in our ecosystem by providing personalized mentoring, working with startups to raise pre-seed and seed funding and state of the art facilities. The incubator would have wet lab spaces, microbiology labs, multiple tissue culture labs and a state-of-the-art instrumentation facility for work related to genomics, proteomics and diagnostics. We are looking to add clean rooms (BSL-2) in the near future. Other common facilities like conference rooms, meeting rooms, high speed internet, security, stabilized and UPS power connections would also be available for the startups and innovators. | |
| **About the University:**  Ahmedabad University is a private, non-profit University that offers students liberal education with a focus on research-driven and project-based learning. <https://www.ahduni.edu.in/> | |
| **Responsibilities:**   * Work with management team in formulating strategy and growth plan of the Bioincubator and facilities * Lead the effort of identifying grant opportunities for the incubator and drafting proposals * Design & run Incubation programs and workshops * Assist in Identifying startups with high technology innovation potential that can be supported through BioNEST * Provide high-quality coaching and advisory support to entrepreneurs both technically and in business * Guide & support Startups for fundraising activity * Assist startup, faculty & students in areas such as patent filing, technology transfer, technology commercialisation and licensing * Connect with the Startup Ecosystem and the varied stakeholders; Build network of technology mentors * Ensuring smooth operations, maintenance and safety of the BioNEST incubator * Oversee Lab Associates in maintaining safe and efficient lab operations including inventory, equipment purchase, maintenance & troubleshooting, equipment schedule, safety, documentation, developing and implementing SOPs | |
| **Key Skills/Abilities:**   * The candidate must be capable of contributing independently and able to thrive in a highly collaborative, fast-paced, team-oriented environment with colleagues from diverse disciplines * Good technical background in cell and molecular biology, biochemistry, microbiology * Candidates with experience in a startup incubator and startup biotech environment is a strong plus * Excellent oral and written communication skills and networking skills * Liaison among various stakeholders * Ability to maintain an environment of collaboration and creativity that is fundamental to our culture. * Ability to think critically to resolve unique issues revolving around a shared work environment * Management of day-to-day operations * Strong connect with the Startup Ecosystem and the varied stakeholders | |
| **Qualification/Experience Required:**   * M.Sc. (any area of Biochemistry/Microbiology/Molecular biology/Biotechnology/Microbiology/Life Sciences either Biology/Physics/Chemistry). MBA preferable, PhD preferable. * 2+ years’ experience in lab management and science, in a biological academic lab/ biotech incubator * 2+ years prior experience in bioincubators and/or startups ecosystem is nice to have * Prior experience or exposure to Intellectual Property and Technology Transfer | |
| **Position Incentives:**  Besides a competitive salary package, the position offers the following incentives   * An opportunity to develop close relationships with leaders in startup innovation in Gujarat and across India. * Enhancing network by working closely with leading universities, institutes, industry and other organizations related to product development and commercializing innovation in multiple domains * Situated in Ahmedabad, the city voted as the best city to live in India by the Times.   Possibility of playing an academic role within Ahmedabad University | |
| **How to Apply:**  Interested candidates can submit their application through email by writing to [careers@ahduni.edu.in](mailto:careers@ahduni.edu.in) with a brief covering letter mentioning their personal vision statement including current & expected CTC & joining time. Please send the email with the following text in the subject line: “Application for Incubation Manager for VS” by July 15, 2021.  Final selection will be based on an interview by the Selection Committee of VentureStudio, Ahmedabad University  ***Apply before July 15, 2021*** | |