



**Job Title:** Program Executive

**About IRMA ISEED Foundation:**

IRMA's Incubator for Social Enterprises and Entrepreneurs for Development (ISEED) supports and nurtures early-stage rural, social and collective enterprises. The incubator emerged out of IRMA's Centre for Social Entrepreneurship and Enterprises (CSEE) and was launched at IRMA on August 22, 2016, through an international seminar on "Seeding Social Enterprise and Innovation in Universities".

ISEED seeks to co-create a social entrepreneurial ecosystem through its social enterprise and ecosystem partners. It does by providing mentoring and networking, collaborative research, entrepreneurship training and capacity building and supporting innovations. Moreover, ISEED offers its services to its incubated ventures/partners through conversations and visits appropriate to the stage and growth of the enterprise.

**Job Location:** Anand, Gujarat.

**Scope of Work:**

The Project Executive will play a crucial role in supporting and implementing projects related to business incubation and entrepreneurship within our organization. Reporting directly to the CEO, the Project Executive will collaborate with stakeholders, entrepreneurs, and the incubation team to drive the success of various initiatives. This position offers an exciting opportunity to contribute to the growth and development of startups while fostering an entrepreneurial ecosystem.

1. **Project Management:**

- Support the Incubation team in planning, executing, and monitoring projects related to business incubation and entrepreneurship.
- Coordinate project activities, timelines, and deliverables to ensure smooth project execution of LIC HFL - IRMA SOCIAL TRAILBLAZER PROGRAM.
- Conduct research, gather data, and analyze information to provide valuable insights and recommendations for project improvement.
- Prepare project reports, presentations, and documentation for internal and external stakeholders.

2. **Business Incubation Support:**

- Assist in the identification, evaluation, and selection of potential startup ventures for incubation.
- Provide guidance and support to incubated startups, including conducting regular check-ins, addressing challenges, and facilitating access to resources and mentorship.
- Collaborate with the incubation team to develop and deliver capacity-building programs, workshops, and events for entrepreneurs.

3. **Stakeholder Engagement & Project Communication:**

- Build and maintain strong relationships with internal and external stakeholders, including entrepreneurs, industry experts, investors, and government agencies.
- Act as a liaison between startups and relevant stakeholders to foster strategic partnerships, collaborations, and investment opportunities.
- Managing the communication for ISEED's programs and collaborations on digital media platforms and offline platforms.

**Selection Criteria:**

- Bachelor's or master's degree in business administration, entrepreneurship, social science, rural development or a related field.
- Proven experience in project management, business incubation, or entrepreneurship support.



- Knowledge of startup ecosystems, business models, and incubation best practices.
- Strong communication and interpersonal skills, with the ability to engage and motivate entrepreneurs.
- Excellent organizational and time management abilities, with a keen eye for detail.
- Familiarity with monitoring and evaluation techniques for measuring project impact.
- Entrepreneurial mindset with a passion for supporting startups and driving innovation.

Note: The responsibilities and qualifications outlined above are not exhaustive and may evolve to meet the changing needs of the organization.

If you are a proactive and dedicated individual with a passion for entrepreneurship and business incubation, we invite you to join our team and contribute to the growth and success of startups in our ecosystem.

**Age:**

The applicant preferably be under 25 to 35 years of age at the time of application.

**Nature of Appointment**

The position will be purely on a contract basis for one year with three months of probation period and it will be extended based on performance.

**Remuneration:**

The consolidated remuneration will be INR 40,000/- per month. No additional allowance or facilities will be provided.

**To Apply:**

Interested incumbents may apply online by July 15, 2024, i.e., 23:59 at <https://www.irma.ac.in/careers/careers.php>.

**Please Note:**

The IRMA Director reserves the right to relax the prescribed selection criteria in the advertisement incase a suitable applicant is found fruitful for the position.

The Institute reserves the right to change/apply appropriate shortlisting criteria in case of a largenumber of applications.

Only short-listed candidates will be called for the interview, and no correspondence/interimenquiries/telephonic enquiries in the matter will be entertained.

IRMA is committed to equal opportunities and inclusion of all social groups, including people belongingto minority groups, Gender, Scheduled Castes, Scheduled Tribes, Other Backward Classes, and personswith disabilities.

Mere fulfilling the minimum qualifications and experience prescribed will not make an applicanteligible to be called for an interview.