

Job Title	Incubation Officer
Functional Area	Program Management
Domain	Startup Incubation and Business Acceleration
Type	Full Time
Location	Faisalabad
Gender	Female
Apply:	Please email resume at hashim.barrag@spsnet.com with subject "Community and Marketing Manager"

We are looking for an **Incubation Officer** who will be responsible for the planning and execution of incubation activities that accelerate the growth of the most talented, "incubation ready" entrepreneurs. The Incubation Officer will be the prime interface for entrepreneurs and responsible for managing the operations, planning, marketing, and development of the business / technology Incubator. This position requires a team player with leadership qualities, excellent marketing skills, a professional and positive attitude, organization, and dependability. This is a challenging role but at the same time makes available endless opportunities and learning for the candidate.

Purpose: support and guide startups to sustainability and invest ability of high impact technology driven businesses

Responsible For:

- Design, plan, coordinate and execute all incubator events to achieve the desired outcomes for all stakeholders.
- Design selection methodology and process for induction schedule of Startup cohort
- Assists in developing and coordinating the delivery of new and existing entrepreneur programs
- Pre-incubation: Deal flow generation, Screening of applications, startups' landscaping, working with entrepreneurs for their pitches, presenting business model to the next level for selecting incubates
- Incubation: Lead formation of new business and provide incubation facilities to enable commercialization of the business: To induct new entrepreneurs; create Incubation plans and implement them, assist in writing business plans, keep track of the Incubation process; help the incubates prepare plan for getting funding, etc.
- Manage the day- to- day interaction with the Incubatees and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
- Events and workshops: Plan various workshops/events/webinars that startups need for graduation ready and financial sustainability and execute the same with the help of team members.
- Mentor Network: Develop the mentor network for the Incubator and work with them to make the Incubated venture successful
- Providing entrepreneurs access to selected facilities (when possible)

- Arranging networking events between the entrepreneurs and industry leaders, including pitching and marketing opportunities
- Operationalizing an active alumni program and network
- Work with communication team in developing updates and activities highlights for various stakeholders
- Organize training programs through workshop, mentorship, networking, seminars etc.
- Ensure the collection and analysis of relevant M&E data, aggregate and prepare incubation results for program reports
- Substantively contribute to the preparation of the necessary and quarterly analysis of project activities and use key findings and recommendations to strengthen the implementation of incubation activities in the future.

Qualifications and Experience:

- Masters or bachelor's degree with min 3-5 years of experience.
- Should have founder experience or should have at least been an early team member in a startup
- Possess startup DNA and Experience of working with entrepreneurs, startups, incubator or incubation consultancy
- Possess skills required to manage Incubator/Incubate relationships including structural and operational procedures
- Strong entrepreneurial experience, preferably having started or run a business.
- Requisite network in the entrepreneurial ecosystem.
- Evidence of strong organizational, interpersonal and communications skills.
- Active involvement in agriculture technology start-up and/or other activities supporting the development of startup innovation ecosystems.

Competencies:

- Personal integrity and transparency, serving as a role model for others.
- Possess growth mindset, abreast with new trend/technologies, and can analyze new startup objectively
- Possess energy and stamina to address multiple issues, switch contexts quickly, and oversee a variety of activities, without letting anything slip.
- Effective communicator and willingness to work in competitive environment.
- Strong analytical and management skills.
- Excellent ability to synthesize, understand and communicate complex issues effectively to non-finance staff.
- A go to person for startups in helping/advising for investors, customers, mentors, experts, potential hires etc.
- Keen appreciation of quality and standards, displaying mature demeanor and with ability to take responsibility for delivering results.
- Should radiate positive vibe, have soft skills and EQ to deal tactfully by building constructive relationships.
- Strong computer skills including Microsoft Office

