



Manager/Assistant Manager – Programs

We are seeking a dynamic Program Manager to join our Center for Entrepreneurship. The ideal candidate will play a pivotal role in bringing the Center's vision to life by planning, organizing, and managing a variety of entrepreneurial programs and initiatives.

Key Responsibilities:

- Develop and maintain a rolling calendar of events and programs for the Center.
- Collaborate with Center faculty to introduce innovative concepts, best practices, and fresh ideas that enhance program design, ensuring alignment with the needs of target beneficiaries.
- Work with university departments to schedule program sessions, manage faculty allocation, and align the Center's timetable with academic calendars.
- Scout for opportunities that align with the Center's mission, staying informed about national and regional developments in the entrepreneurial ecosystem, including startup events, fellowships, grants, and relevant policies from government agencies, businesses, and not-for-profits.
- Identify funding opportunities and write grant proposals to secure support for the Center's programs from government departments, ministries, corporate social responsibility (CSR) initiatives, and corporate funds.
- Promote the Center's programs to educational institutions, government bodies, and entrepreneurship-focused communities.
- Collect and analyze feedback from program participants and stakeholders to assess the success of the Center's initiatives and provide recommendations for program improvements.
- Prepare management reports, develop standard operating procedures (SOPs), and assist in center administration
- Enhance the visibility of the Center's programs, foster networking connections, promote integration opportunities, and highlight program successes.

Qualifications:

- Master's or Doctoral degree in Business, Management, Education, Entrepreneurship, or a related field with 2-5 years of relevant experience
- Excellent written and verbal communication skills
- Experience in proposal writing, grant writing, and building partnerships.
- Ability to liaison with diverse groups including students, faculty, businesses, entrepreneurs and institutions

Interested? Send an email to careers.cfe@msruas.ac.in with your CV and a few lines about what interests you in this position.

You will get to work in a startup-like environment at a new center of excellence at a well-established multidisciplinary university. Get an up, close and personal understanding of the startup ecosystem in a role that comes with responsibility, initiative and independence. The position values research, writing and organizing skills. Put your skills to use in a fun and flexible workplace, find immense possibilities for growth.