

AIC RAISE BUSINESS INCUBATOR PVT LTD

JOB DESCRIPTIONS

1. Role - Ecosystem Manager:

Job Description:

- Lead the development of an expansion strategy for our Strategic Partnerships & Community Engagement in the Startup Ecosystem, enabling the organization to achieve impact at scale and in line with its ambitious goals.
 - Design and execute new partnerships based on the needs & requirements of the organization
 - Manage and expand our existing partnership with a large Startup related Stakeholders focused on startup support, training, mentoring, investment etc. This includes managing external relationships with the partnership teams, as well as coordinating internal stakeholders, and tracking project outcomes against key performance metrics.
 - Build strong relationships with Sales and Client Success at all levels and drive internal coordination and communications to identify prospective clients to engage our initiatives, define customized collaboration approach and drive implementation.
 - Cultivate relationships and collaborate regularly across internal functions at all levels, including close collaboration with Incubation, Marketing, PR & Communications, and Operations teams to identify opportunities aligned with brand strategies.
 - Collaborate with colleagues from the Community & Ecosystem Impact Networks to bring startups and other resources to the organization for supporting startups and entrepreneurs.
 - Ongoing landscaping of prospective partners, including Corporates Partners, Academic Partners, Government Partners, Incubation Partners, Investment Partners, Community Partners, Technology Partners and others.
 - Identify and engage promising UNSDG related startups to create a pipeline of prospective applicants to the Incubation Program
 - Manage and evolve relationships with UNSDG related organizations, associations and initiatives across Nationally & Internationally
 - Collaborate closely with other members of the organizations to promote a culture of testing, measurement, knowledge sharing and continuous learning within the team.
-

2. Role – Marketing & PR Manager

Job Description:

- Develop a marketing communications plan including strategy, goals, budget and tactics
 - Develop media relations strategy, seeking high-level placements in print, broadcast and online media
 - Coordinate all public relations activities
 - Craft and pitch brand stories, across a range of platforms, to promote company presence and improve engagement
 - Direct social media team to engage audiences across traditional and new media
 - Leverage existing media relationships and cultivate new contacts within business and industry media
 - Manage media inquiries and interview requests
 - Create content for press releases, byline articles and keynote presentations
 - Monitor, analyze and communicate PR results on a quarterly basis
 - Evaluate opportunities for partnerships, sponsorships and advertising on an on-going basis.
 - Assist with crisis communication as required
 - Engage and identify opportunities to expand our innovation ecosystem, ensuring our ability to source and support the best startups in UNSDG
 - Collaborate with the team and startup alumni to produce regular communications for our stakeholder audiences
 - Build relationships with thought leaders to grow industry awareness
 - Maintain a keen understanding of industry trends affecting clients and make appropriate recommendations regarding communication strategy surrounding them
-

3. Role – Business Development Associate

Job Description:

- Willing to familiarize yourself with the company's vision and mission, seeking to accomplish set goals and objectives.
- Conducting market research and identifying potential clients.
- Cultivating strong relationships with new clients, while maintaining existing client relationships.
- Collating and maintaining client information in the CRM database.
- Working closely with staff across departments to implement growth strategies.
- Developing and implementing sales strategies, client service and retention plans, and analyzing sales data to inform or update marketing strategies.
- Assist with drafting business plans, sales pitches, presentations, reference material, and other documents as required.
- Ability to manage multiple projects concurrently and meet deadlines.
- Identify new business opportunities and partners.
- Demonstrate strong interpersonal skills with the ability to engage effectively with various levels of management, staff, and clients.

4. Role – Client Relations Associate

Job Description:

- Interact with clients to clearly understand their requirements and provide appropriate services.
 - Maintain frequent communication and follow-up with clients.
 - Build positive and long-term client relationships for business growth.
 - Prepare business presentation and draft reports for clients
 - Organizing regular meetings and handle client communications.
 - Analyze and resolve client concerns in timely and professional manner.
 - Provide excellent client support and ensure client satisfaction.
 - Escalate and discuss complex client issues with management for resolutions.
 - Interact with clients to execute ongoing and ad-hoc projects.
 - Attend educational trainings for professional growth.
 - Follow company standards and ensure high quality and productivity.
 - Work with cross functional teams to address client requests and inquiries.
 - Maintain high level of professionalism and competence when dealing with clients.
-