

About IIHMR Startups:

IIHMR Startups, a unit of IIHMR Foundation, fosters entrepreneurship through its Health Incubation Centre. As a unique health incubator, it supports startups in health and allied sectors, nurturing innovators, aspiring entrepreneurs, and early-stage ventures. With a 40-year legacy of advancing healthcare management through research, education, and training, IIHMR University launched IIHMR Startups in October 2021. The initiative promotes innovation and entrepreneurship in healthcare, preparing IIHMRU graduates in hospital and health management, pharmaceutical management, and development management to navigate the evolving global healthcare landscape.

Campus: IIHMR Startups - 1, Prabhu Dayal Marg, Near Sanganer Airport, Jaipur – 302029

Phone: +91 9929541246

Email: startups@iihmrfoundation.org

iihmrstartups.com

Position:	Program Manager – IIHMR Startups
Role Overview:	The Program Manager will play a critical role in driving the success of IIHMR Startups by engaging with incubated startups, coordinating mentoring and development activities, ensuring operational efficiency and supporting the growth of the startup ecosystem. This position requires a proactive individual with strong organizational skills and a deep interest in entrepreneurship, innovation and startup incubation.
Qualification:	Master's degree in Business Administration, Entrepreneurship, Healthcare Management, or a related field.
Job Location:	Jaipur
Required Skills & Competencies:	<ul style="list-style-type: none"> ▪ Strong interpersonal and communication skills with an ability to engage founding members, mentors, partners, and stakeholders effectively. ▪ Proficiency in MS Office, data management tools, and familiarity with startup tracking software. ▪ High level of ownership, attention to detail, and a solution-oriented mindset. ▪ Knowledge of the healthcare or MedTech startup ecosystem will be a plus. ▪ Ability to multitask, meet tight deadlines, and thrive in a dynamic startup-support environment.
Required Experience:	3–5 years of relevant experience in startup incubation, program management, or innovation-driven ecosystems.
Key Responsibilities:	<p>Understanding Startups' Evolving Needs:</p> <ul style="list-style-type: none"> ▪ Conduct regular check-ins and feedback sessions with startups. ▪ Track their progress using centralized tools. ▪ Attend demo days, pitch events, and showcase sessions for insight. <p>Building and Managing the Mentor Network:</p> <ul style="list-style-type: none"> ▪ Maintain a structured mentor database by expertise and availability. ▪ Facilitate mentor-startup connections based on relevant stages and needs. ▪ Schedule regular review interactions and capture feedback for improvement. <p>Startup Database Management & Portfolio Tracking:</p> <ul style="list-style-type: none"> ▪ Keep updated records of startup performance using tools like Google Sheets, Notion, etc. ▪ Monitor key metrics such as traction, funding, and growth. ▪ Develop visual dashboards to track and report progress efficiently. <p>Event & Workshop Management:</p> <ul style="list-style-type: none"> ▪ Create and maintain an annual calendar of startup-centric events. ▪ Handle registrations, logistics, and communications through suitable platforms.

	<ul style="list-style-type: none"> ▪ Track event success with KPIs, feedback and documentation. <p>Due Diligence & Portfolio Health:</p> <ul style="list-style-type: none"> ▪ Prepare checklists for startup screening and documentation. ▪ Conduct quarterly reviews to evaluate startup progress and compliance. ▪ Share periodic performance reports with senior management. <p>Website & Communication Updates:</p> <ul style="list-style-type: none"> ▪ Update startup profiles, events, and success stories on the website regularly. ▪ Follow a structured content calendar for consistency. ▪ Collaborate with design support to ensure brand-aligned communication. <p>General Program Execution Excellence:</p> <ul style="list-style-type: none"> ▪ Use digital task boards (like Trello or Asana) for weekly planning and tracking. ▪ Conduct regular team check-ins and reviews for alignment. ▪ Maintain documentation of SOPs and process workflows. ▪ Build networks with investors, mentors, and startup ecosystem enablers. ▪ Continuously upskill in productivity and communication tools.
<p style="text-align: center;">How to Apply:</p> <p>Please submit a detailed curriculum vitae to hrd@iihmr.edu.in , outlining your qualifications, skills, and experience, along with a Personal Statement describing your motivation for applying and how you meet the competencies outlined in the Person Specification.</p>	