

## **CEO – Maker Village**

### **JOB DESCRIPTION**

#### **Responsibilities**

1. Provide mentorship, entrepreneurial training and infrastructure for the incubatees such as (a) Wearable Lab (b) Do It Yourself Innovation Centre which consists of Microcontroller & Microprocessor Innovation Centre, Robotics Innovation Centre and Internet of Things (IoT) Innovation Centre (c) Fab Lab.
2. Focus on “steering the electronic incubator” and set a business plan as per MeitY guideline as well as a strategic plan to meet the longer term goals of the electronics industry.
3. Ensure 10 successful start-ups / incubatees graduate every year and 40 successful start-ups/incubatees over a period of four years.
4. Coordinate activities of the incubator by working collaboratively with incubatees and industry sponsors, small business, IITMK and other host institutes, business service providers, economic development entities and Electronics / business community. You shall over see and facilitate the operation of the business incubator by coordinating services and developing and providing business development assistance to incubates and industry sponsors.
5. Evaluate and seek potential funding sources through programme revenue, grants, donors etc from Government angels, seed investors, VCs etc.
6. Develop and maintain an industry sponsor database, angels seed investors, VCs etc prepare periodic reports, and maintain records of projects, progress, and the status of the incubator for submission to PRSG/MeitY.
7. Conduct business counseling with incubatees and industry sponsors on an individual basis. Review incubatees’ progress on a quarterly basis and advise them on both technical and market issues.
8. Manage small staff for the Incubator to ensure that the facility functions as per the requirements of incubatees and industry sponsors. Coordinates with partners to be able to provide full support using a mentor network for the functions delivered in the facility.
9. Mitigate the risk that start-ups face while manufacturing electronic hardware by providing apt mentorship. Provide overall mentorship, entrepreneurial training, and infrastructure for incubates to promote innovation and entrepreneurship

10. Provide techno-business mentorship to prune and refine the idea from concept board level to an organizational set up.
11. Bridge the time delay taken to absorb new technologies
12. Set long term strategy and direction.
13. Meet with key investors, partners ,industry groups and other strategic advisors.
14. Ensure that Incubation center should demonstrate unique integration of academia, industry, government and other incubation eco-system elements.
15. Get prospective business clients and investors for Maker Village.
16. Meet all statutory requires viz., execution of agreement with pre-incubatees, incubatees; good liaison with all stakeholders etc.
17. Conduct bigger events for promotion of Maker Village.
18. Close coordination of all activities at Maker Village.
19. Create a communication and marketing plan along with the PR agency for social media as well.
20. Attract talent and develop relations with mentors and investors.
21. Submit monthly Reports of the project to IIITMK/MeitY and Project Review and Steering Group.