

Startup Incubation and Innovation Center, IIT Kanpur

Job Title	Vice President - Business Development– CSR & Government Relations		
Job Code	SIIC-CSR-VP		
Reports to	CEO	Location	Noida / Kanpur (Uttar Pradesh)
Job Type	Full-time, permanent	Tenure	1 Year
Responsibilities	<p><u>1. CSR Funding Strategy and Execution</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Identify and approach companies with CSR mandates aligned with the FIRST/SIIC incubator’s mission.<input type="checkbox"/> Develop compelling proposals, concept notes, and funding pitches tailored to CSR objectives.<input type="checkbox"/> Build relationships with CSR decision-makers in large corporates and PSUs.<input type="checkbox"/> Track CSR trends and maintain a pipeline of funding prospects.<input type="checkbox"/> Ensure compliance with CSR rules (Section 135 of the Companies Act) and reporting norms. <p><u>2. Government Engagement and Program Access</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Identify relevant central and state government programs that provide grants, subsidies, or technical support to innovation, startups, and incubation.<input type="checkbox"/> Liaise with ministries, departments (e.g., MeitY, DPIIT, MSME, DST), and state agencies to pitch the incubator’s initiatives.<input type="checkbox"/> Draft grant applications, project proposals, MoUs, and other required documentation.<input type="checkbox"/> Build relationships with government officials and stay updated on policy shifts and new schemes. <p><u>3. Strategic Partnerships and Alliances</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Forge alliances with public and private sector organizations to co-create initiatives or participate in funded programs.<input type="checkbox"/> Collaborate with educational institutions, NGOs, and foundations for joint CSR/government projects.<input type="checkbox"/> Represent the organization at government forums, CSR summits, and industry bodies like CII, NASSCOM, FICCI, etc.		

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SIDBI Building, Sixth Avenue, IIT Kanpur, Kalyanpur,
Kanpur Nagar, Uttar Pradesh, India - 208016.

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	<p><u>4. Reporting, Compliance, and Documentation</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Maintain accurate records of funding applications, partnerships, communications, and outcomes.<input type="checkbox"/> Track and report impact metrics to funders as per CSR and government guidelines.<input type="checkbox"/> Coordinate with legal, finance, and project teams to ensure timely disbursal and utilization of funds.
Travel	As per approval based on project requirements on case basis
Eligibility	<ul style="list-style-type: none">• Bachelor's degree in Business, Public Policy, Development Studies, or related field (Master's preferred).• 5+ years of experience in business development, fundraising, CSR engagement, or government liaison in India.
Desirable	<ul style="list-style-type: none">• Strong understanding of India's CSR policy framework and government grant ecosystem.• Proven track record of raising funds from CSR or government sources.• Excellent written and verbal communication skills in English and Hindi (regional language a plus).• Ability to work independently, think strategically, and manage complex stakeholders.
Communication	<p>Please Note- Applications/Resumes sent to any other mail id SHALL NOT be considered for any scrutiny.</p> <p>Apply now: https://forms.gle/XgaPBQKNbybMMZtE6</p>

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