

AIC - Amrita Vishwa Vidyapeetham Foundation, % Amrita Vishwa Vidyapeetham,
Amritanagar, Ettimadai, Coimbatore, TN - 641112.

JOB DESCRIPTION

Chief Executive Officer (CEO)

Position	Chief Executive Officer (CEO)
Organization	AIC – Amrita Vishwa Vidyapeetham Foundation (AIC ACE) {Incubation Centre}
Location	Amritanagar P.O., Ettimadai, Coimbatore, Tamil Nadu – 641112
Reports To	Board of Directors, AIC ACE
Employment Type	Full-Time

About AIC ACE

AIC – Amrita Vishwa Vidyapeetham Foundation (AIC ACE) is an Atal Incubation Centre supported by the Atal Innovation Mission, NITI Aayog, Government of India, and hosted by Amrita Vishwa Vidyapeetham. AIC ACE is committed to fostering innovation and entrepreneurship by supporting early-stage ventures, building ecosystem partnerships, and driving impactful technology commercialization.

Position Summary

As the Chief Executive Officer (CEO) of AIC ACE, the incumbent will be responsible for providing strategic leadership, operational oversight, and entrepreneurial direction to the incubation center. The CEO will drive the organization's mission by strengthening ecosystem partnerships, ensuring financial sustainability, leading communications and outreach, and upholding strong governance and institutional alignment.

The CEO will be the administrative head of AIC ACE and, together with the team, will work under the guidance of the Board of Directors to execute the vision, mission, and strategic plan of the incubator. The broad responsibilities of the CEO are detailed below.

Key Roles & Responsibilities

1. Strategic Operations & Organizational Leadership

- Provide overall leadership to the incubation center, aligning operations with the strategic objectives of AIC ACE and its stakeholders.
- Develop the strategic plan and roadmap for AIC ACE as per the directions of the Board of Directors / Governing Board, with well-defined deliverables, timelines, and financials.
- Establish and execute programs, policies, and processes that support innovation, start-up incubation, and institutional growth.
- Lead the operations and activities of AIC ACE and oversee budgetary spending through the appropriate financial management and reporting systems.

- Ensure efficient day-to-day management of the incubator's administrative, financial, and operational functions.
- Move AIC ACE towards becoming an independent, self-learning, and self-financing organization within a period of 5 years.
- Assist in the recruitment of an appropriately skilled team at AIC ACE to deliver best-in-class incubator services to incubatees and constituents.
- Build and nurture a high-performing team, fostering a culture of accountability, innovation, and continuous learning.

2. Innovation & Incubation Management

- Design, develop, and implement comprehensive incubation services including mentoring, training, technical support, and commercialization guidance for early-stage ventures.
- Give considered direction to AIC ACE by building and scaling up desired incubation and outreach programs, achieving measurable impact.
- Steer early-stage start-ups towards becoming growth-stage enterprises, contributing to the incubator's long-term sustainability.
- Facilitate technology transfer and value-added collaborations between incubatees, faculty, and external research partners.
- Provide strategic direction to incubatees on product development, market entry, business modelling, and investor preparedness.
- Enable access to prototyping facilities, test beds, markets, and pilot implementation opportunities for products and services developed by start-ups.
- Arrange value-added support services such as market surveys and preparation of bankable project reports, in line with procedures approved by NITI Aayog and other relevant donors.
- Support the development of intellectual property, regulatory compliance, and other enterprise enablers.

3. Financial Sustainability & Resource Mobilization

- Formulate and implement revenue-generation models to ensure the financial sustainability of AIC ACE.
- Identify and secure funding through government grants, CSR contributions, private investors, and institutional partnerships.
- Develop compelling proposals for sponsorships, endowments, and donor engagement while ensuring effective stewardship and reporting.
- Optimize the utilization of financial resources in alignment with organizational priorities and project milestones.

4. Ecosystem Development & Strategic Partnerships

- Establish and strengthen partnerships with academia, industry, government bodies, venture capital firms, and other innovation ecosystem stakeholders.
- Create collaborations with national and international ecosystems to bring in and employ best practices.
- Forge partnerships with academia, R&D institutions, industry, incubators, and angel/seed funding institutions in India and abroad to help start-ups leverage resources and build a conducive start-up ecosystem.
- Represent AIC ACE at national and international platforms, conferences, and consortia to promote institutional visibility and thought leadership.
- Organize innovation challenges, hackathons, pitch sessions, investor connects, and start-up showcases to stimulate engagement and foster entrepreneurial growth.

5. Communications & Outreach

- Develop and execute strategic communication plans to articulate AIC ACE's vision, objectives, and impact across multiple stakeholder groups.
- Organize and conduct events and programs to attract prospective incubatees, students, the scientific community, and the public at large.
- Oversee the creation of content for digital platforms, including websites, social media, newsletters, press releases, and reports.
- Provide direction and support for the creation of the AIC ACE website and the expansion and maintenance of physical infrastructure.
- Maintain a repository of technologies, laboratory/workshop access, and contact details of technology developers and mentors.

6. Governance, Compliance & Institutional Alignment

- Work closely with the Board of Directors / Governing Board to ensure organizational alignment with statutory and regulatory requirements.
- Maintain confidentiality of sensitive information and uphold the highest standards of professional and ethical conduct.
- Promote the values and academic legacy of Amrita Vishwa Vidyapeetham through all institutional endeavours.
- Ensure timely preparation and dissemination of annual reports, program updates, and external communications to maintain transparency and engagement.

Minimum Qualifications & Eligibility Criteria

Educational Qualification

- Graduate degree in Engineering/Technology, or Postgraduate degree in Science, Management, or a related discipline.
- MBA / PGDM (specialization in Business Management, Strategy, or Entrepreneurship) preferred.
- A Ph.D or research background is an added advantage, though not mandatory.

Experience

- Minimum 8–10 years of overall professional experience, including at least 4–5 years in a senior leadership/managerial role in technology management, R&D management, venture development, or investment management.
- Demonstrated experience in the start-up/innovation ecosystem — as a founder, co-founder, core team member of a start-up, or in a leadership role at an incubator, accelerator, VC/angel fund, or innovation-focused organization.
- Prior experience in fundraising, grant management, or working with government schemes (NITI Aayog/Atal Innovation Mission (AIM), DST, DPIIT, MeitYetc.) is highly desirable.

Key Skills & Competencies

- High degree of integrity, discretion, and professional ethics.
- Strong strategic leadership and organizational management capability.
- Deep understanding of start-up incubation, innovation ecosystems, and entrepreneurship support programs.
- Proven experience in fundraising, resource mobilization, and financial sustainability planning.

- Excellent stakeholder management and networking skills across academia, industry, government, and investors.
- Strong communication, public speaking, and institutional representation skills.
- Sound understanding of governance, compliance, and regulatory frameworks as applicable