



Job Description

Job Title:	Director, Product Development
Reports To:	EVP, Chief Science Officer
Department:	Product Development & Quality
Job Code:	
Salary Grade:	91

SUMMARY

Lead the product development team in the formulations of new and existing products. This position will mentor the staff and manage the resources, timelines, and interfacing department inputs in order to take products from conception to manufacturability. Manage and coordinate laboratory development, prototype production, production scale-up and production technical support of solid dose forms (tablets, capsules, bulk powders) and liquid dose forms (soft gels and liquids). Coordinate formulation, production and manufacturing with contract manufacturer and vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Manages and supervises product development departments.
2. Takes a primary role in managing lab development, production scale-up and technical support of new and existing products.
3. Develops formulations, reformulations and process instructions for new and existing products.
4. Maintains master formula records, rework records and other systems.
5. Creates and updates SOP's, product development specifications, raw material specifications, master batch records, laboratory testing specifications, release specifications and other documentation as necessary.
6. Provides training, troubleshooting and technical support on a wide array of manufacturing equipment.
7. Supervises production pilot runs of new products, product revisions and process revisions, including training.
8. Designs and coordinates lab-scale test runs for in-process products.
9. Monitors product performance and suggests product reformulation when appropriate.
10. Monitors and analyzes processes and implement process improvements in a timely professional manner.
11. Manages the development and improvement project activities of formulators.
12. Assists in the determination of formulation strategies.

13. Negotiate or direct negotiation of technical content responsive to development profiles.
14. Engage with Marketing, Sales, Operations, Finance and other departments to generate development profiles and operating schedules.
15. Assess new technologies and materials for utility in product development.
16. Determines/qualifies material and component sources for development, improvement, and maintenance projects.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- B.S. Degree in a field related to chemistry, physics, or biology a must.
- Masters' degree preferred
- 5 to 7 years of product development laboratory experience with dietary supplements
- Additionally, 2 to 3 years of supervisory or department management experience

CULTURAL SKILLS

- Demonstrable knowledge, passion and commitment to product development
- Ability to collaborate and achieve set outcomes within multi-departmental projects
- Ability to be flexible with changing priorities when necessary, but communicate outcomes of proposed changes
- Ability to both lead and influence
- Strong mentoring and collaboration skills
- Ability to see both the overall vision and work in the details
- Strong sense of accountability and commitment to timelines

LANGUAGE SKILLS

- Good command of the English language in reading, writing, speaking and comprehending.
- Must have legible handwriting and the ability to communicate clearly.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, simple algebra and decimals.
- Ability to solve equations.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

- Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

- Familiarity with nutritional labeling and knowledge of dietary supplements is essential.
- Must be familiar with the development and production of solid dose forms including but not limited to tablets, capsules, bulk powders and liquids.
- Must be familiar with a wide range of mixing, tableting, encapsulation, coating and milling equipment.
- Must be able to perform physical raw material analyses including but not limited to particle size, moisture content (LOD), bulk density, tapped density, flow and compression.
- Must be able to perform solid dose testing including but not limited to disintegration, hardness, friability and dissolution.
- Must have good organizational, record keeping and communication skills.
- Must have knowledge of computers and software programs such as Microsoft Windows Office Suite, Access, and Microsoft Project.
- Must have the ability to present information to groups or customers, government agencies, or management in a clear concise and professional manner.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to stand; use hands or fingers to handle or feel or reach.
- May be required to walk and stoop, kneel, or crouch, talk or hear.
- Occasionally required to sit, climb.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

- The work environment described here is representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.
- The noise level in the work environment is usually quiet.

Approvals	Signature	Date
Title:	Chief Science Officer/Greg Grochoski	
Human Resources:	Director, Human Resources/Linda Yost	

Prepared By:	Director, Human Resources/Linda Yost	
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Revision History

Revision	Effective Date	Type of Change
Initial Release	4/01/2013	
A	2/4/2014	Reports to Chief Science Officer
B	10/30/15	Level moved to Director and responsibilities altered as appropriate to new level
C		
D		
E		
Description of Change:		

Periodic Review History

Sign and date if current revision has been reviewed and is approved as is. If the current revision has been reviewed and approved without changes, the revision letter will remain the same.

Revision	Reviewed By	Date
	NAME/TITLE	
	NAME/TITLE	

Distribution List

- Product Development & Quality
- Human Resources