

Position Profile:

The Research and Development Manager is responsible for leading CURiO's team of chemist and R&D experts in the development of all new products from concept to commercialization, as well as through the necessary maintenance of existing product formulations. They will help generate new product ideas by exploring new product categories and product types. Current product categories include bath and body, beauty, home care and home fragrance. The Research and Development Manager will work with the Brand, Product Design, Project Management, Engineering, Purchasing, Customer Experience, and Operations departments to accomplish the development. The desired outcome is to produce products that are regulatory compliant, stable, efficacious, fragrant, and a pleasure to use. The Research and Development Manager is responsible for the professional and technical development of the research and development staff.

Work Responsibilities:**Research and Development**

- Manage research and development and testing of new products/launches to meet the specified launch schedules.
- Assign products to the Chemists for development. Oversee the development, stability, and testing processes.
- Oversee outside formulation and testing of existing product types as well as new fragrance technology products.
- If needed, take on formulation work in order to help support the launch schedule.
- Manage development to meet internal expectations of performance, formulation philosophy, safety, cost, and regulatory needs.
- Oversee product maintenance of current collections to uphold product quality and regulatory compliance.
- Identify and suggest changes for possible cost or time savings, ie manufacturing process improvements.
- Establish, develop and maintain supplier and manufacturer relationships for new product development.
- Educate Brand on new product raw materials and formulas in order to help with sales and marketing copy.
- Oversee all forms of documentation.
- Make recommendations on quality control issues that impact business decisions.

Research new materials

- Stay current in raw material ingredient and fragrance trends in order to suggest potential raw materials and product applications. Work with Sr. Fragrance & Product Strategist to analyze fragrances for internal and external evaluation. Monitor technical developments in the industry by meeting with chemical raw material suppliers, reading trade journals and magazines, and by examining competitive products of interest.

Regulatory Affairs

- Work with the Regulatory Affairs Coordinator to keep company in compliance with most up to date standards. Have a working knowledge of FDA, FTC, CARB, OTC, Health Canada, EPA, European Union, and other domestic and international regulatory groups.

Manage Laboratory to Good Laboratory Practices

- Train staff in appropriate precautions and practices to maintain good laboratory standard, promote a clean working environment with regularly calibrated equipment and require good laboratory safety to promote a safe work environment per OSHA and other regulations.

Staff Management: Responsible for providing leadership to the team and ensuring that the team has the talent, resources, and readiness to meet team goals as well as ensuring maximum productivity and performance. Models CURiO Cornerstones and uses cornerstones framework in decision making.

- Effectively work within and potentially manage a multi-locational team under a fast pace and constantly changing circumstances.
- Hire, train and develop team, ensuring that each employee has a clear and thorough understanding of their role and responsibilities.

- Effectively orient new hires to CURiO culture, structure and specific role and responsibilities, ensuring a positive and productive employee experience.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Guide and coach direct reports to produce business results by working collaboratively within and among cross-functional teams.
- Support employee development, offering opportunities for expansion of skills and capabilities to prepare for career growth.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

General Responsibilities:

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

Minimum Qualifications

- Bachelor's degree in Chemistry, or equivalent experience.
- Five of experience in formulation bath and body, beauty, home care, home fragrance or similar product.
- Three years' experience effectively managing, supervising, and mentoring staff.
- One year of experience in project management or project supervision.
- Have a working knowledge of FDA, FTC, CARB, OTC, Health Canada, EPA, European Union, and other domestic and international regulatory groups

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Microsoft Word, Outlook

Preferred Qualifications

- Experience in formulation of face, hair, pet, men, car or baby care categories.
- Additional years' experience in formulation bath and body, beauty, home care, home fragrance or similar product

Core Competencies:

- Strong sense of creativity to aid in the process of ideating new product ideas and solving problems creatively.
- Curiosity and self-motivation to explore and self-educate on new product types and categories.
- Ability to work independently but also with a team to complete product development.
- Ability to follow directions, measure accurately, and record data.
- Strong attention to detail with ability to organize and prioritize multiple resources and ensure on-time completion in a fast-paced environment.

- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs, both individual and team.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendors and other partners.
- Critical thinking and problem-solving skills.
- Ability to work under constant deadline pressure and manage multiple projects across multiple lines of business.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skill in staff management through motivating, developing, and directing people as they work, identifying the best people for the job based on skills and potential.
- Ability to maintain and protect company proprietary information.
- Practices good personal hygiene to maintain a sanitary, pleasant, and safe laboratory environment.

Travel Requirement: less than 5%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.

*** Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*