

**JOB TITLE:** Director of Science & Research  
**DEPARTMENT:** Science & Product Development  
**DATE:** 11/4/20  
**REPORTS TO:** CSO  
**CLASSIFICATION:** Exempt  
**RATE:** DOE

**POSITION DESCRIPTION:** The primary duty of the Director of Science & Research is to oversee all product research and development efforts. This role is responsible for staying on top of the latest scientific literature and at the forefront of product innovation. The Director of Science & Research is a principal resource for scientific information, substantiation and training/marketing for staff, US and international sales. This role will have supervisory duties over a team of researchers.

**TECHNICAL RESPONSIBILITIES:**

1. Directs the evaluation of new ingredients and new product development, including reformulation based on up to date science and technology.
2. Communicates with outside researchers for scientific research and innovation.
3. Responds to science requests for information and clarifications.
4. Creates and approves a variety of content, including articles, presentations and product descriptions.
5. Keeps up with scientific developments related to nutraceutical industry and recommends new product ideas to enhance company's portfolio.
6. Responsible for leadership, insight and direction on product development and innovation.
7. Communicates effectively with management and internal stakeholders regarding overall project plans, project details, deadlines and priorities.
8. Oversees a team of researchers and manages all human resources-related issues, such as payroll, hiring, training, counseling, disciplining, performance evaluations, incentive plans, conflict resolutions, to name a few.
9. Performs any other duties as may be required by manager.

**Job Requirements:**

- Minimum of PhD in Biology, Chemistry, Physiology, Nutrition or related field.
- Strong scientific background related to nutrition and wellness.
- Knowledge of DSHEA and FTC guidelines
- Minimum 2 years experience in the dietary supplement, pharma, or beverage industries required.
- Proficient in Microsoft Office.
- Great attitude, detail oriented and work ethic.
- Must have strong research and communication skills.
- Must be proficient with Word and Outlook
- Must have strong attention to detail
- Must be a team player.

**Job Status:** Full time / Exempt

**Schedule:** 9:00 a.m. to 6:00 p.m. (Flexible)

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 25 pounds on occasion.

We are an equal opportunity employer.