

POSITION DESCRIPTION

POSITION TITLE: VP of Design & Product Development	DEPARTMENT: Design
REPORTS TO: (title) President	LOCATION: N/A
LEVEL OF SUPERVISION RECEIVED: Minimal	Hours: 40+

Position Summary Short statement of four to seven sentences describing the general function, or overall purpose of the position.
This position requires working with all brand product Managers to create, develop and initiate new product releases. The products (concepts) and assignments are then developed, reviewed and revised with one of 12 inside or outside designers and placed with an appropriate manufacturing vendor.
This position requires oversight, management & support of the design process and workflow through our systems.
China based responsibilities include the sourcing, price negotiations and manufacturing of new products & samples directly with our vendors and the training & development of our New Product group based in China.
Additional responsibilities include overseeing merchandising in our corporate showrooms as well as our homecenter & national accounts.

Essential Functions/Responsibilities

#	<u>Major Responsibilities:</u>	<u>% Weight</u>
	Oversight & management of all product development in all of our channels	
	Managing & motivating our inside & outside designers to create products that appear to the marketplace & are profitable	
	Execution of our New product development processes in China	
	Product review and price negotiations with our vendors in China	
	Management & development of all product plans and releases	
	Product Innovation & inspiration	
	Management of Design, Model Shop & New Product Development	
	Oversight of merchandising in all corporate showrooms	
	Working Conditions: (indoor, outdoor, temperature, noise, dust, chemicals, etc) indoor –office, warehouse & manufacturing facilities, temperature can vary	
	Physical Demands: (driving, traveling, standing, sitting, lifting, carrying, walking, bending, etc) travel overseas regularly & work extended hours & weekends. Standing for extensive periods of time	

<u>Competencies</u>
Mental Demands: (problem solving, decision making, supervising, interpreting data, organizing, communicating, planning, managing, financing, etc) resolve product, vendor & people issues, ability to coordinate large product development & releases, exercise good judgment, consider profitability & style, strategic, critical thinking skills, creative,
Work effectively under pressure & ability to meet changing deadlines

Planning & organizational skills
Analysis of large amount of data
Communicate effectively
Relationship & interpersonal skills
Conflict resolution skills
People Management skills
Creativity & Innovation skills
Leadership & management skills

Contact With Others

<u>Title of Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Product Managers		
Designers		
President of Home Center division		
Director of PM-decorative		
Homecenter staff		
Director of Engineered products		
Engineers		
VP of Ops		
Director of Import Senior Mgnt staff		

Skills/Knowledge/Experience

Years of experience required: 10+ years of Product Development & Design exp in the consumer products industry
Certifications required
Education: High School Some College College Degree: X
Industry experience required: Engineering, product manufacturing knowledge
Specialty exp./skills: lighting & electronics

Knowledge of: Product development & design processes
Proficiency in: Microsoft word
Software: Design & Engineering software
Hardware/Equipment: machines & tools related to product development