

JOB DESCRIPTION

Title: Director of Research & Development

Date Last Modified: July 2020

Department:	Research & Development	Classification:	Exempt
Supervisor:	CEO	Grade:	W
Status:	Regular Full Time	EEO Group:	

Position Objective:

Provide leadership, direction, drive and passion for company-wide research and development programs, product development, and associated activities in alignment with company strategy (One Page Strategic Plan, OPSP) that results in a regular introduction of innovative, unique and differentiated new products, services and/or programs that are of high importance to our Core Customers and profitable to BioWorks. Drive R&D efforts to enhance current products and develop new technologies and differentiated products and delivery systems. Responsible for driving commercialization efforts for company's current and new products in the company's target markets. Responsible for providing leadership for all aspects of product development efforts. Directly responsible and accountable for leading Team Members in the proper execution of their related areas of responsibilities and in achieving company strategic goals (OPSP).

Essential Functions and Responsibilities:

People

- Actively participates in promoting, supporting and enhancing our company Core Purpose, Core Values and Culture
- Maintain a positive work atmosphere by acting and communicating in a manner that promotes cooperation with customers, collaborators, vendors, co-workers and management.
- Represent BioWorks in the Academic and Professional Community
- Serve as a member of company management team to help establish, direct and implement company strategy, ~~mission~~, and mission
- Communicate and work effectively across BioWorks' departments, including, Sales, G&A, Customer Experience, Finance, Marketing, Technical Services, and Manufacturing/Operations

Strategy & Execution

- Lead company-wide R&D efforts to enhance current products and develop new technologies
 - Develop and manage R&D operating budget
 - Provide management, leadership, and direction to Team Members.
 - Provide support to Team Members personal and professional development
 - Delivers innovative, unique new products, services and delivery systems - on time and on a regular and consistent basis
 - Delivers consistent development and improvement of existing products
 - Gathers competitive information that supports product development efforts
 - Direct research efforts on current products with cooperators: universities, consultants, key customers
- Establish and direct strategic plans for the development of new products that support the company's OPSP
 - Prospect for new and existing technologies available in the marketplace
 - Assist in rights and licensing negotiations (scientific analysis)
 - Maintain a forward-looking period of 3-5 years of product portfolio management system (product pipeline)

- Assures a consistent introduction of innovative, unique new products, services and delivery systems
- Direct and execute the company's intellectual property strategy
 - Define, identify and pursue IP strategies
 - Prepare patents and supporting documentation
 - Liaise with patent attorney to submit patent documents in a timely manner
- Provide scientific regulatory support for new product Introductions

Cash

- Fully embraces Great Game of Business ("GGOB"), Scaling Up and all strategies and activities related to financial transparency and information sharing, including timely updates to revenue (if applicable), expenses, and cash goals

Professional Development Growth

- Maintain an active status in appropriate professional societies and industry groups and prepare and deliver technical presentations at meetings
- Ability to work well independently as well as part of a team
- Willingness and ability to provide superior customer service, internally and externally
- Capable of delivering results with little supervision and to effectively prioritize duties
- Ability to work under stress and work on multiple competing priorities at one time
- Demonstrate strong, sustained desire to improve, personally and professionally

- Specific performance and personal competencies include:
 - **Driving Results** – Sets positive, compelling goals and aggressive schedules for improvement. Translates the vision/mission of the organization into actionable, quantitative plans. Conveys a sense of urgency and drives issues to closure.
 - **Managing Performance** – Translates over-arching business goals into specific objectives for each member of the team. Holds people accountable for agreed-to results. Identifies and keeps others focused on the most important metrics that drive the business.
 - **Building Commitment** – Motivates others to pursue common objectives with excitement about the future. Radiates enthusiasm for goals and infects others with a shared optimism and excitement. Conveys a genuine belief to succeed despite the toughest obstacles.
 - **Building Relationships and Using Influence** – Builds and sustains excellent relationships at all levels both internally and externally. Uses relationship networks to strategically accomplish objectives. Communicates excitement about the business and motivates others to pursue common objectives.
 - **Communication** – Communicates passion, energy, intensity, and excitement. Is highly articulate and makes arguments in a compelling matter and comes to the point.
 - **Energy/Endurance** – Has a high capacity for work and shows passion, energy, endurance, and intensity. Maintains focus through days of long hours and multiple priorities.

Essential Qualifications - Education, Experience, Skills, Self-Awareness: (in order of importance)

- **High level of Emotional Intelligence** with relentless desire and passion to grow in EQ.
- **Education:** Master's degree in horticulture, plant pathology, entomology, or related field required.
- **Experience:** A minimum of 10 years professional experience with a proven track record of consistently delivering innovative, new products on time and within budget.
- **Complexity of Work and Decision Making:** Key participant in formulation of company policies and objectives. Makes decisions with no precedent.
- **Accountability:** Administrative direction. Incumbent decides objectives. Self-supervising.
- **Consequence of Errors:** Continuing adverse influence on future operations.
- **Customer Interactions:** High relational skills required. Contacts and persuasion usually at the highest levels.
- **Supervision Provided:** Direct and coordinate the research and development operations of the company in conjunction with other leaders.

- **Environment and Use of Equipment/Machinery:** Normal office working conditions. Basic equipment used with minimal OJT training. Operates or uses moderately complex office, lab/biological or maintenance equipment, machinery or tools. May perform basic set-up, complex set-up performed by others.

Core Values (for all team members; all of equal importance)

- **Our Team, One Company**
- **We Honor our Commitments**
- **We have the Right Conversations**
- **Our Customers' Success is Our Success**

Physical Demands:

- Ability to lift up to 50 pounds.
- Flexibility in scheduling to satisfy project needs and priorities
- Computer keying repetitive motions
- Possible eye strain

PHYSICAL ACTIVITY CHART

ACTIVITY	OCCASIONALLY REQUIRED	FREQUENTLY REQUIRED	JOB RESPONSIBILITIES that require physical demands checked
Standing		X	Talking with potential customers in their environments (labs, fields, greenhouses, etc.)
Walking		X	Working with customers to resolve their issues and determine their needs
Sitting		X	Computer and phone duties
Lifting	X		Working with customers to resolve their issues and determine their needs
Carrying	X		Working with customers to resolve their issues and determine their needs
Stooping	X		Working with customers to resolve their issues and determine their needs
Kneeling	X		Working with customers to resolve their issues and determine their needs
Speaking		X	Working with customers to resolve their issues and determine their needs
Hearing		X	Working with customers to resolve their issues and determine their needs
Seeing		X	Computer work, forms, reports
Repetitive Motion		X	Keying and mouse for computer