



## Job Description

**Job Title: Product Development Manager**

**Department: Product Development**

**Reports To: Director of Product Development**

### **Position Function:**

The Product Development Manager is a key contributor to the Company's ability to engage in all activities related to developing products, conducting market research, closely monitoring industry trends, and identifying customer needs. As a member of the Product Development team, this individual will work with the executive management, designers, sales, visual merchandising, and marketing teams. The team is responsible for the product development and go-to-market life cycle including design, development, marketing and selling of the collection. The position requires a self-motivated, organized and detail-oriented individual with hands-on working experience in a product development and showroom environment.

### **Essential Duties and Responsibilities:**

- Conduct and translate trend forecasting and market research into viable product concepts in alignment with company goals.
- Facilitate the Product Development team in historical product data, sales, and market research analysis, organizing information and presenting findings to Director of Product Development and additional management. Accumulate feedback and put in document to share with team, track seasonally.
- Collaborate on seasonal design themes in coordination with the product development team. (Design theme boards via Adobe InDesign.)
- Drive creation and development by mocking up projects and liaison with Project Coordinators on product and vendor information.
- Continually evaluate current product offerings to identify opportunities, innovation of products, enhancements, and redesigns.
- Organize and manage seasonal calendar and timelines for each development season.
- Work closely with cross functional partners to develop and source product factoring in cost and lead times.
- Review and approve design concepts, design modifications and final product.
- Organize and manage daily emails from vendors and project coordinators, track and maintain accurate and up-to-date product database.
- Review of line – participate in Design Meetings to help decide final items in line, pricing, and merchandising.
- Coordinate with Director of Product Development and executive management to ensure that new and existing products meet development targets and support the organization's financial goals.



**Essential Duties and Responsibilities (cont.):**

- Work cross-functionally with Marketing, Sales, and Showroom team on sales support materials, visual merchandising, and marketing efforts to ensure product details are accurate all the way through the product go-to market lifecycle.

**Skills/Experience Requirements:**

- 5+ years of relevant experience in a creative product-based environment.
- Proficient in Microsoft Office and Adobe Creative Suite (InDesign & Photoshop)
- Possess strong problem-solving skills, study skills & demonstrate conceptual thinking: innovative, resourceful, diligent with a high-level sense of design and product knowledge.
- Demonstrates ability to maintain attention to detail with exceptional follow-up skills.
- Strong time-management skills and work well with tight deadlines in a team environment.
- Ability to manage multiple projects with a quick turnaround.
- Thrives in a highly collaborative and creative environment.
- Able to take projects from start to finish with minimal supervision and work on multiple projects.
- Ability to work well with all levels of management, internal staff, customers, and vendors.
- Ability to stand for long hours and move within a showroom environment.
- Ability to travel to the showrooms to set up multiple times a year.
- Ability to use small tools to hang pictures and wall décor.
- Ability to safely lift 1 – 50 lbs. at a time.
- Ability to work onsite, no remote work.
- Ability to work standard office hours of (8:00 a.m. to 5:00 p.m.) May also be required to work outside standard office hours when needed.

**Education Requirements:**

- Bachelor's degree in Apparel Merchandising, Product Development, or related field.

\*This job description is subject to change and may not be inclusive of all job responsibilities.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date Signed \_\_\_\_\_