



# Associate Project Manager – Innovation & Regulatory

## Amazing Grass

### We're More Than a Greens Company, We're a Movement

For over 3 generations we've organically grown and harvested the most nutrient-dense greens on Earth.

Today, we authentically craft our greens with the highest quality plant-based superfoods curated from around the world in partnership with farmers who are committed to the same sustainable practices.

As the category leader, Amazing Grass sells and distributes a broad range of plant-based nutritional products through premium retailers such as Whole Foods, Sprouts, Costco, Target and Amazon.

### The Position

This hands-on position will be responsible for assisting all aspects of the new product development and innovation process seeing projects through from concept to commercialization. Acting as the technical expert within the team, this person is also accountable for building and facilitating a detailed understanding of the Amazing Grass portfolio including ingredients, claims substantiation, certifications, label compliance, formulations and product testing.

This position will be based in Amazing Grass' offices in Newport Beach, CA and report to the Director, Innovation.

### Major Responsibilities

- Manages coordination of product development projects from kick-off to completion
- Facilitates regulatory project timelines, registration and ingredient databases
- Coordinates label approval process and ensures that labeling and marketing/promotional literature match product specifications.
- Supports relationships and process with regulatory bodies and external consultants
- Provide support and consumer response for info@ product and technical inquiries, builds and maintain database
- Contributes to innovation initiatives including formula evaluations, ideation summits and competitor's analysis
- Evaluate organoleptic product quality per lot and manage records across all products
- Supports Product Development specialist for analytic testing to support nutrition/supplement facts nutrient level claims, e.g. stability testing
- Responsible for the preparation of registration applications and other regulatory submissions related to dietary supplements and/or health foods to be sold in the domestic or international markets.
- Prepare regulatory-mandated label copy for dietary supplements and/or health food products. Proof-reads and approves label artwork and bulk labels based on research and interpretation of product formulas, applicable regulations, contract provisions, account preferences and Amazing Grass policies. Monitors formula changes and label revisions to assure compliance with domestic and foreign regulatory requirements.

- Prepare nutrition/supplement facts for NPDs and formula revisions of existing SKUs and manage analytical testing to support claimed levels/percentages
- Manage regulatory project timelines, product registration and ingredient databases
- Monitor, analyze and assure compliance with regulatory requirements for the registration or premarket or import clearance of dietary supplements and/or health food products in the domestic or international markets and is responsible for the preparation and tracking of internal and external documentation associated with product registrations, premarket, import clearance and post market surveillance.
- Work with regulatory bodies and consultants, acting as a liaison to prepare, assess and submit product registration dossiers and other regulatory submissions related to international products for the purpose of registering Amazing Grass products.
- Responsible for handling any maintenance "ad hoc" projects due to label revisions initiated by Sales/Marketing or new regulatory changes.

## Essential Qualifications

- Bachelor's degree in food science, engineering, chemistry or related field. Marketing and new product innovation experience a plus.
- 2-3 years in product development role or project management role with demonstrated knowledge of project management including resource coordination and timeline management
- Strong understanding of product formulation, ingredient pairings and translating winning concepts into successful, cost effective in-market products.
- Knowledge of FDA and USDA regulations as they relate to standards of identity, ingredients, nutrition labeling and label claims
- Demonstrated knowledge of ingredients functionality, product evaluation, health and nutrition, food manufacturing processes, microbiology, quality assurance and market research principles.
- Analytical, highly organized and demonstrates excellent verbal, written and interpersonal skills.
- Beyond proficient in MS word, excel, and the ability to effectively communicate and 'Wow' audiences with PowerPoint.
- Communication Skills: Excellent written, oral and presentation skills are required. Strong interpersonal communication skills required to inspire and drive cross-functional alignment and buy-in.
- Self-starter and ability to work independently in a less-structured environment.
- Act with a sense of enthusiasm and urgency – a positive attitude required.
- Ability to work effectively under deadlines, prioritize issues and juggle several assignments simultaneously.
- Proven capability for problem solving and never-ending resourcefulness; fearless.
- Passion for social and environmentally conscious lifestyle; organic food and beverages.
- Entrepreneurial mindset; Exhibits an 'All hands on deck' mentality. Motivated by small, purpose led organizations and demonstrates a strong bias for action and a clear results orientation.
- Motivates and inspire not only our consumers but also all Amazing Grass team members and affiliates.
- Natural/organic food and beverage experience desired.

## The Person

Beyond the above qualifications, candidates must possess the following personal attributes:

- Organization and Multi-Tasking Skills. We are obsessively thoughtful, every detail matters. The position has primary responsibility for efficient organization. This person must be effective in working under deadlines, prioritize issues and manage concurrent projects.
- People Skills. We are authentic and approachable. An ability to build positive, pleasant, and productive relationships with customers, partners and team members is essential. Like our products, we are honest and real, no added preservatives.

- Passion to Win. We are a passionate group of confident people, bold in our actions. The Team is enthusiastic and committed to improving the health and lives of our consumers. This enthusiasm and confidence fuels our competitive advantage. Our energy is contagious...pass it on!
- Positive, Fun and Optimistic Environment. We strive to create a hard working, lively environment that is enjoyable and rewarding. Our Team is encouraged to be collaborative and bring their own unique personality and style. We are light hearted, fun and simply inviting...come on in!