



## POSITION DESCRIPTION

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**POSITION TITLE:** Sr. Project Manager – New Product Development

**FLSA Status:** Exempt

**DEPARTMENT:** Global Product Management

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** VP of Global Product Management

**POSITIONS MANAGED:** None

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### POSITION PURPOSE

The Sr. Project Manager – New Product Development owns the cross-functional execution of major Retail and Professional new product development projects across Bona’s global organization. This role leads projects through the full new product development lifecycle, from initiation and ideation through commercialization, launch, ramp-up, and post-launch evaluation, with accountability for scope, schedule, risk, cost, quality, decision-making, and launch readiness. The Sr. Project Manager drives alignment and timely decision-making across global, regional, and functional teams while identifying risks, removing barriers, and escalating unresolved issues when necessary. This role also serves as a champion of Bona’s new product development processes, supporting the ongoing development and improvement of frameworks, tools, training, documentation, and process adherence. The Sr. Project Manager will contribute to a positive team atmosphere and will apply all internal guidelines in a fair and consistent manner.

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### POSITION QUALIFICATIONS AND JOB DUTIES

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelor’s degree in Business, Engineering, Manufacturing, or other related field and/or equivalent work experience; PMP or comparable project management certification is a plus
2. 5+ years of experience leading the development and commercialization of physical or manufactured products within consumer-packaged goods, retail/consumer products, or professional/commercial products
3. Experience working with global, cross-functional teams and demonstrated ability to lead and influence others without direct reporting authority
4. Strong financial and business acumen, including experience managing project budgets, expenses, cost targets, and/or business-case assumptions
5. Strong relationship-building, communication, and influencing skills with the ability to work effectively across functions, regions, and levels of the organization
6. Proven ability to demonstrate project ownership through schedule and cost adherence, product quality and timely decision-making.
7. Proficiency with project management and portfolio reporting tools, such as Microsoft Project; experience improving NPD processes is highly desirable
8. Strong problem-solving and decision-making skills with the ability to identify risks, navigate ambiguity, and drive projects forward in a dynamic environment
9. Self-directed, flexible, resourceful, collaborative, and adaptable, with a strong results-oriented mindset

10. Open and receptive to feedback, with the ability to incorporate input from multiple business functions while remaining collaborative, adaptable, and focused on results

#### **JOB DUTIES:**

1. Act as project owner for complex and high-visibility new product development projects across Bona's Retail and Professional businesses, including projects involving multiple regions and global teams.
2. Lead multiple new product development projects simultaneously through the full NPD process, from initiation and ideation through commercialization, launch, ramp-up, and post-launch evaluation.
3. Establish and maintain project charters, scope, objectives, deliverables, schedules, budget assumptions, resource needs, risks, dependencies, and governance.
4. Translate approved product and business requirements into integrated cross-functional project plans, establishing clear ownership, deliverables, and timelines.
5. Lead project teams across Product Management, R&D, Marketing, Sales, Quality, Regulatory, Supply Chain, Sourcing, Manufacturing, Finance, regional organizations, and other internal and external partners.
6. Coordinate with internal teams and external suppliers to support project requirements, timelines, costs, deliverables, and successful commercialization.
7. Establish clear ownership and due dates for cross-functional deliverables and hold team members accountable for agreed commitments while leading primarily through influence rather than direct authority.
8. Drive issue resolution and cross-functional decision-making, identifying risks and barriers early and escalating unresolved decisions with a clear recommendation, business impact, and required timing.
9. Lead project teams through formal phase reviews by assessing readiness, confirming the completion and quality of required deliverables, identifying unresolved risks or decisions, and tracking resulting actions through completion.
10. Monitor and manage project schedules, expenses, costs, risks, dependencies, and other key project metrics to support successful project execution.
11. Provide clear, objective, and timely project updates to senior leadership and project teams regarding status, milestones, risks, costs, decisions, dependencies, and forecasted outcomes.
12. Serve as a champion and global subject-matter expert for Bona's new product development processes, including governance, phase requirements, tools, templates, training materials, and supporting documentation.
13. Identify opportunities to strengthen and improve NPD processes, tools, and ways of working, particularly when existing functional processes or responsibilities are unclear or underdeveloped.
14. Develop and deliver NPD process training and provide ongoing coaching and support to project teams, functional leaders, and phase-review participants.
15. Build effective working relationships across Product Management, R&D, Operations, external suppliers, functional teams, and regional organizations to support alignment, collaboration, and coordinated execution.
16. Work effectively across global time zones when needed to support international project teams and key milestones. Travel domestically and internationally up to 20%.
17. Other Duties: Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## CORE COMPETENCIES

1. **Professionalism** – Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Project Management** – Establishes clear plans, drives cross-functional execution, identifies and addresses risks, and delivers projects against approved scope, schedule, cost, quality, and launch objectives.
3. **Diligence** – Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
4. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
8. **Innovation** - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, and effectively presents ideas and information.
9. **Organizing & Planning** – Plans, organizes and effectively manages to maximize efficiency and productivity. Sets goals and objectives, prioritizes and plans work activities, identifies specific action steps and resources, anticipates problems and develops contingency plans.
10. **Problem Solving & Decision Making** – Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.
11. **Results Oriented** – Maintains an appropriate focus on short- and long-term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persists until the goal is reached.
12. **Customer Orientation** – Views the organization through the eyes of the customer, anticipates and meets customer needs, solicits customer feedback to improve service, responds promptly, and effectively manages difficult or emotional customer situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 50% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 25% of the time.
3. Must be able to occasionally move within the office to access file cabinets, office machinery, etc.
4. Must be able to lift 10-20 pounds (for example: packages, copy paper boxes, etc.)
5. Must be able to communicate effectively by listening and also in both written and verbal forms.

#### WORK ENVIRONMENT

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
2. This position regularly requires large amounts of time to be spent using and viewing computer screens and equipment, which generally entails regular and repetitive motions.
3. May occasionally be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

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#### EQUAL OPPORTUNITY EMPLOYER

*Compensation range: \$95,000 to \$105,000 per year*

Bona offers a competitive total rewards package including 401k with employer match, PTO, medical, dental, vision, life, and disability insurance, career advancement opportunities, and a broad range of other benefits. Learn more about our open positions and employee benefits at <https://www.bona.com/en-us/about-bona/work-with-us/>

For more information regarding our total rewards package, please see our Employee Benefits Handbook. Please note, benefits are re-evaluated on an annual basis and are subject to change.

Compensation for the role will depend on several factors, including a candidate's qualifications, skills, competencies, and experience, and may fall outside of the range provided. The compensation range listed above may encompass base salary, performance-based bonuses, and commission opportunities, if applicable.

Bona provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Bona maintains a drug-free workplace and performs pre-employment drug screens and background verification checks.