



Director of Corporate Development

Associate Development Program

1) POSITION OVERVIEW

The Director of Corporate Development will work in a hands-on fashion with the senior management team to develop global and/or regional strategies. The successful candidate will be a recent college graduate that will enter H&V's two-year Associate Development Program. This program will provide structured training through a series of rotating assignments within the four H&V Business Units in E. Walpole, MA, as well as temporary placements at our Mills in W. Groton, MA; Easton, NY; Floyd, VA; Hawkinsville, GA; and Corvallis, OR. The Director of Corporate Development will be exposed to the complete spectrum of issues that the company faces and will provide strategic decision support to the H&V leadership team across all functional areas and business units, including product development & pricing, marketing, sales, new business development, and operations.

2) RESPONSIBILITIES

The Director of Corporate Development will develop strategies to be applied to existing Business Units, and make recommendations on how the BU can expand, improve, or diversify its current products and operations consistent with what the company is trying to accomplish on a global basis. In addition, this individual will be asked to participate in and contribute to major initiatives that the company undertakes and will also find himself/herself involved in a number of special projects that go beyond his/her job description.

At the conclusion of the program, H&V and the Director of Corporate Development will jointly review the individual's interests and the needs of the company, and will be assigned to a specific role within an H&V Business Unit or corporate function located in E. Walpole, MA. The job title and responsibilities will be determined at that time.

3) QUALIFICATIONS

- BS in an engineering discipline, preferably Paper, Chemical, or Mechanical Engineering.
- 3-5 years post-undergraduate work experience in an engineering, operations or industrial marketing environment.
- MBA from a highly regarded business school with excellent academic credentials.
- Experience in leading operational improvement combined with excellent business savvy and direct experience in the area of strategy or planning.
- Excellent interpersonal skills with ability to interact with individuals at all levels, both



- internal and external.
- Excellent written and verbal communication skills.
- Team player who fosters cooperation and collaboration between engineering, production, research and development and any other entities involved.
- Good problem-solving and organizational skills with ability to manage multiple projects.

4) LOCATIONS

- The Director of Corporate Development will be placed into a two year training program and will be based in the E. Walpole, MA headquarters. At the discretion of the company, and depending on the needs of the business, this individual may be asked to spend the final 4-6 months of the training period at one of H&V's international sites in Germany, England, Mexico, or China.

5) REPORTING STRUCTURE

During the duration of the training program, on a day to day basis the Director of Corporate Development will report to their Sponsor, the VP of the Business Unit or one of their direct reports. In addition, the Director of Corporate Development will have dotted line reporting responsibilities to Jeff Barr, CFO. Jeff will serve as the program Mentor and training oversight manager for the duration of the training program for all Director of Corporate Development to insure consistency of training and act as training liaison between Business Units and H&V sites.

6) BUSINESS UNIT TRAINING

The Director of Corporate Development will be tasked with developing a complete and thorough understanding of all Business Unit and manufacturing operations. He/she will be expected to complete the following in order to demonstrate their understanding:

- Extract necessary data from Oracle via reports, queries, and/or a query tool.
- Collect non-Oracle reports and data from all domestic and international operating locations and functions.
- Prepare daily, weekly, monthly, and quarterly reports for senior management. This includes customer complaints, credits, service and operating metrics. Develop ways to improve the level of service and value to senior management and key managers.
- Lead and conduct special analysis projects for senior management.



**Hollingsworth
& Vose**

- Understand how H&V Account Managers develop close relationships with our key customers by regularly accompanying them on customer visits. This will require extensive travel within the US and, during the international assignment, to overseas clients.

7) OPERATIONS TRAINING

The Director of Corporate Development will be tasked with developing a complete understanding of the Business Unit, Mill, and R&D operations. These activities will include the following:

- Attend daily and weekly meetings, review daily scorecards, and understand how decisions are made.
- Become thoroughly familiar with the system used for standard set ups and operating conditions.
- Develop a short list of H&V contacts that the Director of Corporate Development can turn to as frequently as needed until he learns the organization.
- Understand the management, direction, planning, and performance in Manufacturing, Manufacturing Engineering, Production Control, Procurement, and Quality.
- Become a key participant in the development and communications of an Corporate Development that is clearly aligned to the overall Business Strategy, including clear, assignable action plans that ensure that the strategic plans are executed.
- Assist in the development, obtain approval, and execute annual and multi-year business plans for the operation which fulfills the growth, quality and financial return objectives of H&V.
- Monitor and control development and production programs to ensure performance to cost, schedule, and quality targets are maintained to ensure customer satisfaction.

8) FORMAL TRAINING

During the training program, the Director of Corporate Development will complete the following three training modules offered publicly by the American Management Association (AMA) and the Boston University Corporate Education Center:

- “Making the Transition from Staff Member to Supervisor”
- “Management Skills for New Supervisors”
- “Principals of Project Management”



**Hollingsworth
& Vose**

Other technical classroom training will be assigned and completed as required. In addition, the Director of Corporate Development will be afforded training in Six Sigma through an H&V-approved training resource and/or a specific Six Sigma project on the manufacturing floor. The minimum goal will be to achieve Six Sigma Green Belt certification, but he/she will be required to achieve Black Belt certification within 1-2 years after completion of this program.