

## JOB OPENING INVESTOR RELATIONS MANAGER

### GENERAL

Department: Corporate Communications  
Location: Vancouver, BC

Target Hire Date: March 2018  
Reports to: VP Corporate Communications

### POSITION SUMMARY

The Investor Relations Manager is responsible for analytical and research activities related to the market, our peers, M&As, other sectors whose innovative approach to business may be worthwhile to consider, and regional/project-focused activities to help gather information and prepare materials for NOVAGOLD's executive team and board of directors. The Investor Relations Manager works closest with the VP Corporate Communications, but also with the balance of the executive team, consultants and vendors to implement and collaborate on NOVAGOLD's communication strategy with the goal of enhancing the Company's visibility among current and potential shareholders and broader stakeholders. This position also provides back-up to the VP Corporate Communications at conference and investor meetings on an as needed basis. Another key element of this position is to build upon and enhance NOVAGOLD's social media strategy with the goal of directing people to NOVAGOLD's official channels of communication (e.g., website) in tandem with Donlin Gold's and Galore Creek's websites and social media efforts, as well as reaching out to new audiences and highlighting the Company's value drivers, developments, CSR initiatives and corporate culture. Overseeing that all communications comply with the Company's message track and corporate branding image.

### ABOUT NOVAGOLD RESOURCES INC.

NOVAGOLD is a development-stage mining company with two projects of exceptional scale, quality and jurisdiction safety. Our 50 percent-owned flagship Donlin Gold project in Alaska is a unique deposit which – in terms of size, grade, exploration potential, production profile, mine life, and jurisdictional safety – is one of the most important gold projects in the world today. Moreover, our 50 percent-owned Galore Creek project has the potential to be Canada's largest and lowest-cost copper mine. NOVAGOLD is in the enviable position of being well-funded to advance the Donlin Gold project through permitting and fulfill all of its current financial obligations.

At NOVAGOLD, you'll find more than just a standard job. It's an opportunity to join a company on the verge of realizing one of the greatest transformations from a junior mining company with an eye for exploration to a pure-gold play focused on developing Donlin Gold. As part of the team, you can't help but be equally transformed. The Company's growth and success comes from an experienced and inclusive team of employees with an ability to forge collaborative partnerships with Alaska Native and First Nations groups, local communities, major mining companies, and regulators.

### KEY RESPONSIBILITIES

- Participate in the development and execution of the strategic communications plan to support the organization's mission, goals and objectives.
- Build and foster long-term relationships with various stakeholders such as shareholders, investors, market makers, research analysts, brokers/traders, employees, vendors, partners, local stakeholders as well as organizations in proximity to our assets.
- Actively seek new ways to improve the Company's disclosure process and its profile in media, online and within the organization.
- Seek and manage special projects and sponsorship opportunities that showcase NOVAGOLD's core values.

**GENERAL DUTIES**

- Assist in the development and tracking of annual Corporate Communications department budget.
- Oversee budget relative to the day-to-day operations of ongoing corporate communications programs.
- Supervise all aspects of planning and coordinating logistics of conferences, annual meeting, site tours and marketing roadshows.
- Negotiate with vendors for services to support Corporate Communications department; manage vendor relationships.
- Act as inter-departmental lead on projects within the purview of Corporate Communications but that require contributions from employees from within and outside of the Corporate Communications department.

**INVESTOR RELATIONS****Shareholder Relations**

- Primary point of contact for retail shareholders; follow up as needed.
- On a quarterly and as-needed basis, create corporate fact sheets, FAQs and message track.
- Track conversations with shareholders as needed.

**Market Intelligence**

- Identify prospective investors using institutional investor CMS, sector research and in-house database.
- Work with market surveillance provider to maintain the most current shareholder database possible as per 13F filings. Alert senior management to any significant changes.
- Prepare quarterly Board presentations in collaboration with the VP Corporate Communications.
- Monitor and analyze peer group companies, including their presentations, financial reports, disclosures and websites.
- Stay apprised of M&A and market activity.
- Closely track NOVAGOLD coverage for market sentiment, respond to media requests and facilitate media interviews.

**Marketing/Roadshows**

- Prepare and modify marketing strategy and calendar as needed.
- Prior to meetings create fund summaries including: fund/manager profile, holdings, recent activity, NOVAGOLD meeting notes (if applicable).
- Reach out to current and potential shareholders prior to roadshows for meetings by using institutional investor database, sector research and in-house database. Oversee arrangement of group presentations (e.g., luncheon meetings). Work with third-party vendors and/or contractors if needed.
- Prepare roadshow presentation material.
- Update CMS database with notes from each meeting.

**Conferences**

- Manage booth and act as primary spokesperson at retail investor conferences and special events.
- Prepare conference presentation material and fact sheet.

**COMMUNICATIONS****Corporate Disclosure**

- Manages quarterly and year-end projects such as the annual report, website review, corporate fact sheet, quarterly news releases, webcast presentation & script, FAQs and new templates for the presentation and fact sheet annually.
- Co-writes and/or proofreads all public materials prior to publication.
- Coordinate proper and timely filing of 10-K and 10-Q on EDGAR and SEDAR, including oversight of EDGARization process.
- Coordinate issuance and filing of press releases on EDGAR and SEDAR, as appropriate.
- Manages the design, content and maintenance of the NOVAGOLD website.

**Marketing**

- Aid in the development, implementation and management of external outreach efforts.
- Monitor web and print advertising campaigns to ensure effectiveness.
- Provide analysis and feedback on the effectiveness of NOVAGOLD's marketing programs.
- Facilitate media training.

**Internal communications**

- Manage information flow to employees regarding all NOVAGOLD and industry news.

**Social Media**

- Build upon and enhance the Company's social media strategy.
- Ensure that social media channels complement NOVAGOLD's traditional communication channels and direct people to NOVAGOLD's traditional channels.

- Review and update social media channels with company and industry news.
- Monitor social media channels, respond as appropriate, and notify management when necessary.
- Monitor employee presence on social media channels.

**SAFETY**

Comply with legal obligations and NOVAGOLD's safety policies and procedures. Cooperate with supervisors, coordinators and managers on management of safety issues. Intervene as necessary to ensure the safety of others in the workplace. Provide safety leadership by always setting a good example.

**QUALIFICATIONS****Education**

- University undergraduate degree is required, preferably in a communications or business discipline.

**Experience**

- Minimum five years of communications or investor relations experience.
- Excellent oral and written communication skills.
- Advanced knowledge of all Microsoft Office programs.
- Experience organizing complex events.

**Other**

- Ability to exercise good judgment, maintain confidentiality of information as appropriate, see the big picture, show initiative and be proactive.
- Ability to work comfortably with people at all levels of the organization.
- Approachable with a "can do" mentality.
- Self-starter who can work with little to no supervision.
- Willing to suggest and implement new ideas and improvements.
- Ability to multitask and work under pressure.
- Experience with aboriginal communities an asset.

**WORKING CONDITIONS/TRAVEL**

- Flexibility to travel to remote sites and various locations, including international locations, to cover company events on occasion. Occasional long hours.

**TO APPLY**

Please send your resume and cover letter by February 14, 2018 to:

Tricia Pannier, Director of HR

Email: [tricia.pannier@novagold.com](mailto:tricia.pannier@novagold.com)