

**JOB DESCRIPTION
MANAGER, INVESTOR RELATIONS**

GENERAL	
Department: Corporate Communications	Date: February 2022
Location: Vancouver, BC	Supervisor: VP Corporate Communications

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.

PURPOSE
To implement and collaborate on NOVAGOLD's Corporate Communications Strategy, and work with senior management and market contractors to increase NOVAGOLD's visibility among current and potential shareholders. Assist to develop, modify, and implement NOVAGOLD's investor strategy with the goal of maintaining NOVAGOLD's major shareholders and attracting new investors and highlighting the Company's value drivers, developments, environmental, social and governance ("ESG") initiatives and corporate culture. Assist senior management with research on M&As, market activity and industry news. Ensure all investor communications comply with the Company's message track and corporate branding image. Complete related tasks as they arise.

POSITION SUMMARY
The Investor Relations Manager is responsible for analytical and research activities related to the market, ESG, 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, the Corporate Communications Manager but also with the Vice President Environment, Health, Safety & Sustainability, Corporate Secretary and Director of Human Resources and Corporate and Regulatory Compliance, other members of the executive team, consultants and vendors to implement and collaborate on NOVAGOLD's Corporate Communications Strategy with the goal of enhancing the Company's visibility among current and potential shareholders and broader stakeholders. The person in this position also attends conferences and investor meetings on an as-needed basis to support the VP Corporate Communications. In addition to highlighting the Company's value drivers, developments, ESG initiatives and corporate culture, this person will build upon and enhance NOVAGOLD's shareholder and investor reach through research and by engaging with industry peers and investor relations professionals in accessing new ways to maintain and attract shareholders. Overseeing that all investor communications comply with the Company's message track and corporate branding image.

KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Participate in the development and execution of the Corporate Communications Strategy to support the organization's mission, goals and objectives. • Build and foster long-term relationships with various stakeholders (shareholders, investors, market makers, research analysts, brokers/traders, employees, vendors, local stakeholders as well as organizations in proximity to our assets. • Seek and manage special projects that showcase NOVAGOLD's core values and message track. • Actively seek new ways to improve the Company's disclosure process and its profile with the shareholders, investors, and market participants. • Responsible for aggregation and organization of information about the Company's ESG programs for presentation in disclosure documents, on the Company's website, and elsewhere, as appropriate.

GENERAL DUTIES

- Oversee budget relative to the day-to-day operations of ongoing investor-related activities.
- Supervise all aspects of planning and coordinating logistics of investor conferences, investor and analyst site tours and marketing roadshows.
- Negotiate with vendors for investor-related services to support Corporate Communications department; manage vendor relationships.
- Act as inter-departmental lead or co-lead on projects, as appropriate, within the purview of Corporate Communications but that require contributions from employees from within and outside of the Corporate Communications department.
- Enhance sustainability practices, reporting, and oversight relevant to the stage of development of the Company's projects by ensuring the latest practices and principles are adopted as we advance technical studies and mine planning.

INVESTOR RELATIONS**Shareholder Relations**

- Primary point of contact for retail shareholders; follow up as needed.
- On a quarterly and as-needed basis, draft FAQs and message track.
- Primarily responsible to develop and update the corporate presentation on an ongoing basis.
- Update call log with notes on conversations with shareholders.

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.
- Collaborate with VP Corporate Communications on quarterly Board presentations.
- Monitor web for information on M&A and market activity.
- Monitor overall coverage of NOVAGOLD 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 contractors if needed.
- Prepare roadshow presentation material.
- Update CMS database with notes from each meeting.

Conferences

- Manage booth and act as spokesperson at retail investor conferences.

Environment, Social, and Governance (ESG)

- Manage production and distribution of annual ESG summary report.
- Responsible for aggregation and organization of information about the Company's ESG programs.
- Primary contact for ESG data inputs and vendor engagement for third parties including CDP, ISS, Sustainalytics - provide support to file data for deliverables and measurement and set specific targets for ISS, Sustainalytics, CDP and other ESG ratings groups, as appropriate.
- Contribute to the development and updating of ESG policies and procedures.
- Support VP Environment, Health, Safety & Sustainability and Donlin Gold in populating the sustainability reporting data sheet.
- Develop Board and Committee presentation materials in conjunction with VP Environment, Health, Safety & Sustainability
- In conjunction with Sustainability internal team, develop annual company goals and measurement for sustainability
- Track sustainability trends that are impacting the mining sector specifically

Other

- Primary point of contact for sell-side analysts; follow up as needed.
- Serve as co-writer and editor for communication materials including Sustainability Summary, news releases and board materials.
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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, 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.