

Position: **Vice President, Investor Relations**
Location: Santa Clara, CA - CHEGG

Looking for experienced and highly motivated individual to join the Chegg team!

The Vice President, Investor Relations will be responsible for proactively developing, implementing and managing all aspects of Chegg's Investor Relations initiatives.

Responsibilities:

- Articulate an in-depth understanding of Chegg's business, its strategy, commercial plan, pipeline and financials
- Establish, build and maintain relationships with institutional investors and sell-side analysts as well as individual investors to provide a comprehensive and current perspective of the organization to enhance the value and marketability of the company
- Proactively manage investor pipeline and research new investor contacts
- Maintain and communicate competitive intelligence and analysis on all industry peers to senior management
- Track analyst estimates/consensus vs. internal forecasts and strategize the appropriate webcasted communications to ensure that the Company is positioned to meet expectations
- Manage timely preparation of earnings releases and quarterly earnings scripts
- Prepare team for Q&A based on investor inquiries
- Provide information necessary for the preparation of the Annual Report and other financial communications, drive production of the 10-k wrap annual report
- Develop and maintain a rolling schedule of investor relations events, including anticipated investor conferences, earnings calls, investor panel events, analyst days and non-deal road shows
- Respond to day-to-day inquiries from investors
- Develop investor presentations and non-deal road show presentations
- Develop and implement a strategic annual shareholder communication plan
- Execute the annual analysis for and creation of periodic feedback reports about the company's stock price, relative stock price, brokerage analysts' estimates and perceptions, oral perceptions and opinions from analysts and investors, industries and peer companies, and the stock market.
- Manage company's participation in investment conferences including preparation of external presentations and designation of 1-1 meetings
- Manage company's quarterly non-deal road show schedules including all geographic and account specific targeting, presentations and utilization of the sell-side
- Manage Investor Relations portion of the company website
- Provide Regulation Fair Disclosure training to all designated company spokespersons
- Effectively manage utilization of outside integrated public relations Agency
- Identify and prepare for strategic CEO interview opportunities with top-tier press and financial news networks
- Facilitate internal reviews of key messaging, including the ability to build consensus

Desired Skills and Experience

- Bachelors or Master's Degree in Finance/Business Administration
- Investor Relations experience required
- Online services industry experience
- Experience leading the investor relations strategy and programs of a public company
- Strong understanding of SEC disclosure rules and regulations
- Strong analytical skills with the ability to perform quantitative and qualitative analysis
- Excellent communications skills both written and oral, including the ability to craft powerful and engaging messages
- Demonstrated planning and project management capabilities that will drive strong short and long term execution
- Ability to work at a strategic level with members of the senior management team, and to drive results
- Expertise in Word, Excel and PowerPoint

Chegg us out at www.chegg.com.

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