



From time to time, we are contacted by companies looking for qualified IR professionals. As a service to our membership, we are happy to assist in getting the word out with any IR career opportunities.

Parties interested in the position described below should apply at <http://www.clovisoncology.com/careers> . Please mention NIRI-Rocky Mountain when you apply.



Manager, Investor Relations and Corporate Communications

Job Summary

Support all aspects of planning and executing the global investor relations, corporate communications and public relations strategies and responsibilities, reporting to the Vice Presidents, Investor Relations and Corporate Communications.

Job Responsibilities

- Manage all aspects of external PR and media relations agency relationship, including developing RFPs and SOWs when needed
- Serve as liaison with agency and Clovis internal teams regarding corporate, commercial and patient advocacy efforts
- Serve as liaison with other departments regarding communication efforts – including commercial, medical affairs, clinical, regulatory, finance and legal departments
- Ensure consistent and accurate messaging in corporate externally-facing materials
- Maintain corporate presentation and internal access to the most current version
- Update corporate graphic standards, manage corporate branding approvals and updates
- Develop, draft, and manage review process for corporate news releases
- Work with external vendors and partners on public news dissemination
- Manage media and website monitoring efforts
- Provide ongoing oversight of website content to ensure current messaging and accurate content
- Manage external agencies to maintain accurate and up-to-date corporate website
- Organize, plan and schedule quarterly financial results conference calls/webcasts
- Manage IR database and analyst estimate comparisons
- Participate in investor calls as appropriate
- Event planning for investor events (both standalone and as part of medical meetings)
- Scheduling meetings and travel for investor/analyst conferences, roadshows and medical meetings
- Vendor management
- Bill processing and budget tracking
- Provide support for other ad hoc projects

Qualifications

- Very organized, able to multitask and effectively prioritize under tight deadlines in an extremely dynamic work environment
- Excellent communication skills required; ability to interact effectively and tactfully with people at all levels of the organization
- Strong written communication skills
- Highly professional attitude and conduct; requires interaction with internal and external “clients”
- High level of discretion and experience working with confidential, sensitive material
- Team player



- Strong analytical skills
- Desire to learn and grow
- Global sensitivity and understanding
- Excellent powerpoint and social media skills
- Ability to understand and interpret financial statements is preferred

Education and Experience

- Minimum of a BA/BS and 7-10 years PR, Corporate Communications, or related experience, in a public company (biotech/pharmaceutical preferred) or an agency
- Experience writing press releases, corporate presentations, and other corporate communications. Internal communications experience a plus
- Corporate branding and website content management experience is preferred
- Experience working with outside PR agencies

Working Conditions

- Dynamic work environment which requires initiative and flexibility
- Role requires supporting two Vice Presidents who together lead the IR/Corporate Communications role at Clovis with commitment to providing a seamless experience to all internal and external “clients” of the IR/Corporate Communication function
- Occasional travel may be involved in support of investor/analyst events – likely not more than 4-6 trips per year

Please visit the [Careers](#) page at Clovis Oncology to apply for this position.