

# JOB DESCRIPTION



COMPANY:	<b>Charles River Laboratories</b>	<b>(NYSE: CRL)</b>
JOB TITLE:	<b>Manager, Investor Relations</b>	
LOCATION:	<b>Wilmington, Massachusetts</b>	
DEPARTMENT:	<b>Investor Relations</b>	

## **BASIC SUMMARY:**

The Manager, Investor Relations, will play an integral role on Charles River's Investor Relations (IR) team to help execute the Company's IR strategy and communicate with both internal and external stakeholders. The Manager will be responsible for assisting in the development and dissemination of the corporate messaging to effectively communicate the Company's strategic goals and financial performance to the investment community. The Manager will be part of the team that maintains business relationships with investors and sell-side analysts, ensuring timely response to and resolution of requests.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop and maintain comprehensive knowledge of Charles River's business, strategy, and financial results to assist in representing the Company to the investment community and Wall Street analysts.
- Develop written materials, such as press releases, conference call scripts, slide presentations, and question-and-answer documents, in preparation for quarterly earnings calls, conference presentations, and related investor events.
- Collaborate with the accounting and finance teams, operational managers, and senior management to gather and analyze information for the financial reporting process.
- Serve as a liaison to certain investors and sell-side analysts to respond to day-to-day inquiries and provide up-to-date information about recent developments and trends affecting Charles River, in compliance with applicable SEC rules and regulations.
- Assist in developing and executing an IR program and tracking performance based on industry benchmarks.
- Monitor and analyze data relating to the shareholder base, trading activity, relevant industry data, and peer company performance, and make recommendations based on observations.
- Assist with the preparation of detailed IR updates, including stock trading and shareholder information, for presentation to senior management and the Board of Directors.
- Analyze and track peer and market trends for dissemination to senior management and for use in competitive positioning.
- Manage meeting requests and associated logistics with investors, analysts and Charles River's senior management team.
- Plan investor events (e.g. investor conferences, investor days, road shows, etc.) and work with management to develop presentations and associated materials.
- Periodically attend conferences and road shows with senior management.
- Assist with targeting activities to identify potential shareholders.
- Manage the IR database (including contact management system), the IR web site to ensure timely updates, and relationships with external IR vendors.
- Perform all other related duties as assigned.

## **QUALIFICATIONS:**

- **Education:** Bachelor's degree (B.A./B.S.) or equivalent in a related discipline. MBA preferred.

- **Experience:** Minimum of seven years of related experience in finance and investor relations. Life science, biopharmaceutical, or related industry experience preferred.
- An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.
- **Certification/Licensure:** None.
- **Other:** Excellent communication and presentation skills (written and oral); ability to effectively analyze financial statements and other financial information; excellent research skills; outstanding attention to detail, proven time management and organizational skills, and the ability to build and maintain relationships.

**TO APPLY:**

Please go to Charles River's Careers web site at: <https://jobs.criver.com/job/wilmington/investor-relations-manager/4665/5138502>