



Investor Relations Manager

About Us

New Found Gold Corp., an emerging Canadian gold producer with assets in Newfoundland & Labrador, Canada, is seeking a highly organized and detail-oriented Investor Relations Manager to join our Toronto-based team. In this pivotal role, you will support the Investor Relations (IR) function to ensure effective communication with shareholders, analysts, and the broader investment community. Working closely with the VP of Communications & Corporate Development, along with executive leadership, you'll play a key role in maintaining investor confidence and supporting strategic communication efforts.

Location

This is a hybrid position offering remote work flexibility, with approximately 10% travel required for investor meetings, conferences, and corporate activities. To ensure effective collaboration across time zones, the successful candidate must be located in Ontario or further east within Canada. Applicants based in Newfoundland and Labrador are encouraged to note this in their cover letter.

The Role

The ideal candidate will have a strong background in communications, finance, or investor relations, with proven ability to manage information, support events, and deliver high-quality materials in a fast-paced environment. This position requires exceptional organizational skills, attention to detail, and a professional communication style to support the company's visibility and reputation within the investment community.

Key Responsibilities

Information Management: Maintain investor databases, track shareholder activity, and manage CRM systems to ensure accurate and up-to-date records of investor interactions and ownership data.

Material Preparation: Assist in developing investor-focused communications, including presentations, fact sheets, press releases, monthly and quarterly updates and reports. Ensure content is clear, accurate, and aligned with corporate messaging.

Correspondence & Inquiry Response: Serve as a point of contact for investor inquiries via phone, email, or mail, delivering timely, professional responses and escalating complex requests to senior team members.

Website Management: Regularly update the investor relations section of the corporate website with current presentations, reports, news releases, and disclosures to ensure transparency and accessibility.

Event Coordination: Support planning and execution of investor events, including roadshows, conferences, earnings calls, and AGMs. Coordinate logistics, manage participant communication, and prepare event materials.

Meeting Scheduling: Organize and facilitate meetings between investors, analysts, and company leadership, ensuring efficient scheduling and prompt communication across all stakeholders.

Market Monitoring: Track daily stock performance, analyst reports, and broader market activity to help assess investor sentiment and identify potential opportunities or risks.

Research & Analysis: Conduct background research on current and prospective investors, market trends, and industry developments to support IR initiatives and strategic planning.

Administrative Support: Provide general administrative support, including calendar management, expense reporting, internal communications, and document organization. Assist with budget tracking and reporting for the IR function.

Education & Experience

5-8 years of experience in investor relations, corporate communications, finance, or a related field.

Post-secondary education in business, communications, finance, or a related discipline.

Must have experience in mining, natural resources, or capital markets.

Strong written and verbal communication skills, with a keen attention to detail and the ability to synthesize complex information clearly.

Proficient in Microsoft Office Suite and social media platforms; familiarity with CRM tools and investor platforms.

Ability to work under pressure, meet tight deadlines, and manage multiple priorities with professionalism and accuracy.

Work Environment: Hybrid position with remote work flexibility and approximately 10% required travel

Posting Date: August 11, 2026

Salary range: \$110,000-\$140,000

* The posted salary range reflects the base salary for the position. Additional compensation components, including incentive programs and benefits, may apply based on eligibility and company policies*

Interested?

Qualified candidates are encouraged to submit their resume and cover letter to careers@newfoundgold.ca or fill out our contact form at this link <https://newfoundgold.ca/contact/careers-opportunities/>.

Please indicate the position you are applying for in the subject line of your email or in the message with your resume.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.