



JOB DESCRIPTION

Position Title:	Manager, Investor Relations	Position Type:	Exempt
Department/Group:	Investor Relations	Location:	Dallas, Texas
Reports To:	Vice President, Investor Relations	Direct Reports:	0

Company Description

Kosmos Energy is a leading deepwater exploration and production company focused on meeting the world’s growing demand for energy. We have diversified production, a world-class gas development, and value creation opportunities from exploration in the proven basins where we operate.

Our key assets include production offshore Ghana, Equatorial Guinea and U.S. Gulf of Mexico, as well as a world-class gas development offshore Mauritania and Senegal. We also maintain a sustainable proven basin exploration program in Equatorial Guinea, Ghana and U.S. Gulf of Mexico. Kosmos is listed on the New York Stock Exchange and London Stock Exchange and is traded under the ticker symbol KOS.

As an ethical and transparent company, Kosmos is committed to doing things the right way. The company’s Business Principles articulate our commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Corporate Responsibility Report. For additional information, visit www.kosmosenergy.com.

Basic Function

The Investor Relations Manager would be involved in the daily management of Kosmos’ investor-facing and market engagement activities, including quarterly results, annual report, sustainability report and the company’s annual proxy statement. Furthermore, the role provides regular interaction with Kosmos’ investors and analysts as well as other key contact groups such as public relations, ratings agencies, ESG agencies and banks.

The Investor Relations Manager is a visible role (externally and internally) and is an important representation and contact point of the company day-to-day in the equity markets, working with the VP of Investor Relations to deepen investor relationships at all levels by maintaining frequent dialogue with the institutional investment community.

The Investor Relations Manager will assist in providing critical market, competitor, and sector intelligence to the Senior Leadership Team (SLT) in addition to feedback on shareholder sentiment and key concerns/views.

Essential Responsibilities and Job Duties

- Alongside the VP, Investor Relations, develop strong and lasting relationships with institutional investors (both current shareholders and potential shareholders) and deepen the level of understanding of Kosmos’ investment proposition, providing the necessary information and strategic overlay for investors to take a view on the value of the business and in turn generate demand for Kosmos shares and allow for informed investment decisions
- Ensure the accuracy and validity of all information that is disseminated to investors and that only information already in the public domain is conveyed
- Oversee the arrangement and implementation of investor meetings / non-deal roadshows / investor conferences and events for Kosmos
- Provide summary feedback to management post investor activities



JOB DESCRIPTION

- Desktop analysis to target the most appropriate investors for the company (value investors, energy investors, peer holders etc.)
- Develop and maintain strong relationships with sell side analysts that provide research coverage of Kosmos, particularly in the US
- Look for opportunities to further broaden the sell side analyst coverage universe with high quality institutions, particularly in the US
- Provide guidance and advise on modelling and valuation issues to ensure that published models give a fair and representative analysis and valuation of the company
- Ensure that questions and requests are handled in a timely fashion and that information provided is consistent, validated and only that in the public domain
- Provide clarity and context on operational and financial aspects that may be critical to analyzing the fundamental performance of the underlying business
- Assist the VP, IR in drafting company press releases and other external communications and work closely with the broader management team to define key messaging for optimal market impact
- Assist in the preparation of the quarterly results and Annual Report
- Work closely with the VP, IR on any capital markets transactions (bonds/equity) or any potential M&A activity
- Quickly develop strong working relationships with key personnel in the various business units around the company
- Prepare and review internal IR reports for the SLT/Board, looking at recent trading analysis, performance versus peers, analyst recommendations and target prices and other market trends (short interest, relative strength index etc.)
- Work closely with the Public Relations team to ensure the company website is up to date
- Handle other projects, duties and responsibilities as assigned

Qualifications and Education Requirements

- Minimum of 3 years of financial/investor relations experience, ideally within the oil and gas sector, but not required
- Bachelor's Degree in economics, mathematics or accounting required
- Some established relationships with key buy side and sell side market participants preferable
- Demonstrable sector knowledge of the oil and gas industry preferable
- Clear and demonstrable understanding of financial statements, financial ratios and trading multiples, capital markets, equity valuation techniques, buy side, sell side, the strategic role of IR and its value
- Original, creative thinker with the ability to formulate and express a contrarian viewpoint
- Able to work in a fast-paced environment

Attributes



JOB DESCRIPTION

- Strong interpersonal and communication skills
- Strong Excel/financial modelling skills
- Strong PowerPoint/presentation skills
- Proven ability to prioritize and multi-task
- Exceptional productivity skills. Can be relied on to get the job done accurately and on time
- Has little need for close management supervision and direction, and is comfortable and effective in an informal operating environment
- Proven ability to collaborate with team and generate solutions
- Must enjoy entrepreneurial environment that often requires developing process or procedure
- Must be an energetic self-starter with a passion for their work. An engaged, “hands on” team player
- Handle probing/difficult questions from shareholders and analysts diligently and with integrity, particularly when put in a pressurized situation with the investor
- Proven ability to work with minimal supervision
- Ability to handle and protect sensitive information in a confidential and professional manner
- Proven ability to drive the strategic plan forward and meet established goals and deadlines
- Must be able to work with diverse employees, partners and stakeholders from all parts of the world
- Strong business acumen combined with interpersonal and leadership skills

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	