



INVESTOR RELATIONS MANAGER

About Websense:

Websense, Inc. (NASDAQ: WBSN), a global leader in integrated Web, messaging and data protection technologies, provides Essential Information Protection™ for more than 42 million employees at more than 50,000 organizations worldwide. Distributed through its global network of channel partners, Websense software and hosted security solutions help organizations block malicious code, prevent the loss of confidential information and enforce Internet use and security policies. For more information, visit www.websense.com.

Summary:

We are looking for a proactive, highly detail-oriented individual who can work independently and respond to ever-changing demands to support the company's expanding Investor Relations programs. The Investor Relations Manager will report to the Vice President of Investor Relations & Corporate Communications and will work closely with the corporate Public Relations and Financial teams.

Essential Functions:

- Coordinate and manage internal and external IR activities such as scheduling road shows/marketing trips, conferences, analyst meetings and tours, shareholder meetings, & investor meetings
- Support the VP of IR and the CFO on projects, research and information requests
- Improve, maintain and document IR databases, website and calendars, scheduling and meeting recording, general web communications and presentations
- Assist with the preparation and organization of IR related press releases, management presentations, fact sheets, investor kits, and other IR materials
- Track analyst models and earnings estimates
- Support fact-checking needs for various internal teams - finance, PR, sales, and corporate communications
- Evaluate and maintain relationships with outside vendors
- Analyze company's shareholders and changes in ownership
- Produce monthly IR report and quarterly ownership report to senior management
- Produce summary of competitive earnings announcements
- Analyze financial and stock price performance of the company, peer groups and the industry
- Assist in the production and distribution of quarterly earnings announcements including drafting speaker notes and Q&A documents
- Track and analyze industry related financial and market data
- Participate in regular communications with the investment community
- Demonstrate ability to effectively collaborate across departments and management levels
- Demonstrate ability to run IR department in the temporary absence of senior IRO
- Effectively and comfortably interact with investor analysts
- Support the CEO and/or CFO at investor conferences and marketing roadshows
- Manage the creation of the company annual report including contracting with vendors and coordinating production and delivery
- Coordinate the Annual Analyst Day and collaborate on messaging
- Develop new strategies for improving internal communication of IR related information

Qualifications:

- 2-5 years of experience in a professional setting; IR, finance or corporate communications experience preferred
- General understanding of finance, accounting and capital markets
- Strong interpersonal skills
- Strong Word, Excel and PowerPoint skills
- Proficiency with contacts database management
- Must be highly organized with the ability to work independently, multi-task, prioritize and meet tight deadlines
- Must have excellent written and oral communication skills (writing sample required)
- Bachelor's degree in business or finance, MBA preferred

TO APPLY:

Please apply at www.websense.com/careers and/or contact Alexis Neville at aneville@websense.com.

Websense offers a comprehensive compensation and benefits package which includes Medical / Dental / Vision Insurance Plan options, Flexible Spending Accounts, 401K Retirement Plan with Employer Match, Employee Stock Purchase Plan, Vacation, Sick and Holiday Paid Time Off, Tuition Reimbursement, a Commuter Program including Public Transit and Coaster Subsidy, Gym Discounts and more.

No relocation will be provided for this position. EOE.