



THE HELEN BROWN GROUP

Development Research Consulting & Training

Position Available: Prospect Research Associate

SUMMARY

The Helen Brown Group (HBG) is seeking a full-time US-based Research Associate to join our team.

Research Associates at HBG provide high-quality biographical and financial research on individual, company, and foundation prospects for our clients. Associates are often tasked with finding creative ways to identify funding sources for clients and may be asked to assist with special projects including electronic screening analysis, landscape analyses, analytics and/or product testing. This is a junior-level position with significant opportunity for mentorship and skill-set building.

RESPONSIBILITIES

- Create well-written and researched profiles, snapshots, and briefs using biographical, financial, and philanthropic information available in publicly held sources.
- Identify potential funding sources for organizations and projects using creativity and knowledge of available funding trends and resources.
- Commitment to working professionally and helpfully with teammates and clients.
- Attention to accuracy and detail within a deadline.
- Interest in building professional knowledge about prospect development and fundraising industry trends.
- Unqualified commitment to uphold confidentiality of information with maturity and sensitivity; to abide by ethical standards set by Apra and AFP; and to work within GDPR and other privacy laws and regulations.
- Perform administrative, project-based, and technical duties on an as-needed basis.

MINIMUM EDUCATION/EXPERIENCE REQUIRED FOR APPLICATION

- Bachelor's degree preferred but not required with relevant experience
- 1-3 years working in prospect research at a nonprofit organization or related experience

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to write clearly and grammatically
- Critical thinking skills
- Ability to use publicly available research resources (including but not limited to public information sources, newspaper and company-research databases, foundation lookup tools, search engines, etc.)
- Strong analytical skills
- Demonstrated ability to use MS Office applications including Word, Excel, and PowerPoint
- Curiosity and an innate ability to identify loose threads needing further exploration
- Maturity of judgment and discretion in handling sensitive and confidential information
- Positive attitude, flexibility and commitment to team effort

SALARY AND BENEFITS

- Remote position; flexible scheduling
- Starting salary range is \$60,000 - \$64,000
- Potential for annual discretionary bonus
- 70/30 coverage of personal medical insurance; 50/50 coverage of family medical insurance
- Company-paid short-term disability insurance and life insurance
- Company-matched retirement plan after one year
- Strong support of continuing professional development and volunteer service
- Paid personal, holiday, medical, and vacation leave

ABOUT THE HELEN BROWN GROUP LLC

Founded in 2005, the Helen Brown Group is a leading prospect research consulting firm with headquarters in New England. Our team is dedicated to creating the best-quality fundraising research and consulting experience possible for our clients. We do that by sharing knowledge and resources amongst ourselves and with our clients, working collaboratively, and providing concierge-style customer service.

Our focus areas are consulting, providing dedicated research support, assisting with all aspects of the wealth screening process, delivering data insight services (fundraising analytics), and providing top-quality fundraising intelligence. We also provide information on donor advised funds to subscribers via DAFinitive[®], an online lookup service.

We work with a broad spectrum of inspirational clients all over the world.

The Helen Brown Group is an equal opportunity employer and does not tolerate discrimination on the basis of race, color, gender, national origin, ancestry, religious creed, disability, age, sexual orientation, genetic information, veteran or military status, or any other characteristic protected by federal, state, or local law.

For more information about us, please visit www.helenbrowngroup.com.

TO APPLY

Resume/CV and cover letter should be directed to Maureen Kilcommins, Vice President, Research and Consulting at info@helenbrowngroup.com.

Applications without cover letters will not be considered.

The deadline for application is Friday, February 28, 2025.