



THE HELEN BROWN GROUP

Development Research Consulting & Training

Position Available: Prospect Research Consultant

SUMMARY

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

Consultants at HBG work directly with clients to provide high-quality prospect research assistance, including biographical, philanthropic and financial research on individual, company, and foundation prospects. Consultants may also provide prospect management assistance and due diligence reporting. Consultants may be asked to identify new funding sources and assist with or coordinate special projects including wealth screening analysis, landscape analyses, data analytics and/or product testing.

RESPONSIBILITIES

- Demonstrated ability to create clear, grammatical, and thoroughly researched profiles, snapshots, and briefs using biographical, financial, and philanthropic information available in publicly held sources.
- Ability to identify potential funding sources for organizations using creativity and knowledge of available funding trends and resources.
- Commitment to working professionally and helpfully with clients and teammates and to provide concierge-style customer service.
- Attention to accuracy and detail within a deadline.
- Interest in staying current on 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 as appropriate.
- Perform administrative/technical duties on an as-needed basis.

MINIMUM EDUCATION/EXPERIENCE REQUIRED FOR APPLICATION

- Bachelor's degree preferred but not required with relevant experience
- 4 or more years' experience as a full-time prospect researcher at a nonprofit organization

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to write clearly and grammatically with attention to detail
- Critical thinking skills and the ability to go beyond simply reporting facts to present information in context
- Demonstrated ability to use standard prospect research resources (including but not limited to LexisNexis; SEC documents; FDO Online or similar; wealth screening tools; private company valuation tools; search engines, etc.)
- Prior experience in analyzing and verifying electronic screening results
- Strong analytical skills and the ability to identify, understand, and interpret personal compensation, private company, securities holdings, and other financial information from a variety of sources
- Demonstrated ability to use MS Office applications including Word, Excel, and PowerPoint
- Prior experience using one or more fundraising CRM databases
- 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 \$65,000 - \$70,000
- 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 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 a cover letter will not be considered.

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