

The Helen Brown Group (HBG) is growing again! We're seeking a full-time US-based Consultant to join our team. This is a new position. 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 electronic 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 and projects 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 working in the non-profit sector

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to write clearly and grammatically with attention to detail
- Critical thinking skills and the ability 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; ResearchPoint, iWave, DonorSearch or similar; 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 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 \$56,000 - \$60,000
- 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 Watertown, MA. We are a team of 28 working remotely in 14 states. 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, dedicated research support, assisting with wealth screenings, data insight services (analytics), and providing top-quality fundraising intelligence. We work with a broad range of truly inspiring 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.

**Email resume and cover letter to:** info at helenbrowngroup dot com

The cover letter should be addressed to: Maureen Kilcommins, Director of Research & Consulting

Applications without cover letters will not be considered – this is an opportunity for applicants to demonstrate their ability to communicate effectively.

Deadline for applications is Friday, May 13 at 9:00AM ET.

For more information about The Helen Brown Group, please visit [www.helenbrowngroup.com](http://www.helenbrowngroup.com).