



THE HELEN BROWN GROUP

Prospect Research & Fundraising Intelligence

Position Available: Prospect Development Consultant

SUMMARY

The Helen Brown Group (HBG) is seeking a full-time, US-based Consultant to provide high-quality prospect research and consulting support for clients. This role includes biographical, philanthropic, and financial research on individual, corporate, and foundation prospects; prospect management support; due diligence reporting; and special projects such as identification of new funding sources, wealth screening analysis, landscape analysis, data analytics, and product testing.

RESPONSIBILITIES

- Create clear, well-written, accurate, and thoroughly researched profiles, snapshots, briefs, and other deliverables using biographical, financial, and philanthropic information available through public sources.
- Identify potential funding sources for client organizations using creativity, sound research strategies, and knowledge of available resources and current philanthropic trends.
- Work professionally, collaboratively, and responsively with clients and colleagues, providing concierge-style customer service.
- Work independently to manage assignments effectively, maintaining accurate and timely records of work and client hours while meeting deadlines and maintaining a high degree of accuracy and attention to detail.
- Stay current on prospect development and fundraising industry trends and practices.
- Maintain strict confidentiality of client and prospect information and handle sensitive information with maturity and discretion.
- Adhere to the ethical standards established by Apra and AFP and comply with GDPR and other applicable privacy laws and regulations.
- Perform administrative and technical duties as needed to support company operations.

MINIMUM EDUCATION/EXPERIENCE REQUIRED FOR APPLICATION

- Bachelor's degree is preferred but not required; equivalent relevant professional experience will be considered.
- Minimum of four years of full-time work as a prospect researcher at a nonprofit organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written communication skills, including the ability to write clearly and grammatically, and with close attention to detail.
- Sound critical thinking skills, including the ability to synthesize information and present findings in context rather than simply reporting facts.
- Strong research and analytical skills, including the ability to identify and interpret compensation, private company ownership and valuation, securities holdings, real estate, and other financial information from a variety of sources.
- Prior experience in analyzing and verifying wealth screening results.
- Demonstrated proficiency with Microsoft Office apps, including Word, Excel, and PowerPoint as well as standard prospect research resources, including but not limited to LexisNexis, SEC filings, IRS Form 990 filings, wealth screening tools, private company research and valuation resources, and search engines.
- Prior experience using one or more fundraising CRM databases.
- Intellectual curiosity and an innate ability to identify loose threads needing further exploration.
- Sound judgment and discretion in handling sensitive and confidential information.
- Positive and flexible approach to working collaboratively with colleagues and clients.

SALARY, BENEFITS, AND WORK ARRANGEMENT

- Fully remote position with flexible scheduling.
- Preference will be given to candidates residing in the following states: CA, CT, FL, IL, LA, MA, MN, MT, NC, NH, NJ, NY, TN or VA.
- Starting salary range of \$68,000 - \$71,000.
- Potential for an annual discretionary bonus.
- Medical insurance with 70% of individual coverage and 50% of family coverage paid by HBG.
- Company-paid short-term disability insurance and life insurance.
- Company-matched retirement plan after one year of employment.
- Strong support for 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 headquartered in New England. Our team is dedicated to creating the best-quality fundraising research and consulting experience 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 include consulting, providing dedicated research support, assisting with all aspects of the wealth screening process, delivering data insight services, and providing top-quality fundraising intelligence. We also own and manage DAFinitive®, a searchable database for donor advised fund research.

We work with a broad spectrum of inspirational clients throughout the United States and around 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, October 2, 2026**.