

# Philanthropy Manager

Home Department: Philanthropy

Type of Position: Full-Time Exempt

Location: NY Tri-State Preferred (Remote will be considered)

Education Requirement: Bachelor's degree preferred

Experience Requirement: Minimum 3-5 years professional experience

## About RIP

RIP Medical Debt was founded in 2014 by two former debt collections executives, who, over the course of decades in the debt-buying industry, met with thousands of Americans saddled with unpaid and un-payable medical debt and realized they were uniquely qualified to help these people in need. They used their expertise and compassion to create a unique way to relieve medical debt: they would use donations to buy large bundles of medical debt and then relieve that debt with no tax consequences to recipients. From this idea came RIP Medical Debt, a New York based 501(c)(3). The results have been spectacular— more than \$10 billion in medical debts eradicated so far, providing financial relief for over 6.8 million individuals and families.

RIP's mission is to end medical debt and be a source of justice in an unjust healthcare finance system; a unique solution for patient-centered healthcare providers; and a moral force for systemic change.

RIP's offices are located in Long Island City NY, just minutes from Manhattan, conveniently located steps away from many major subway lines. The team has implemented and fully embraced a hybrid work environment, working from the office only 3 days per week.

## About the Position

RIP Medical Debt has an exciting opportunity to join our Philanthropy Team as a Philanthropy Manager. We are seeking a strategic, creative, outgoing, passionate, data-driven individual to cultivate, steward, and engage current and new donors and provide critical support to the Philanthropy Team.

The Philanthropy Manager is responsible for supporting the daily efforts of the Philanthropy Team, stewarding donors, securing gifts & managing a portfolio of donors, tracking donor interactions, building and managing reports through our CRM, database management, and creating innovative pathways for donor engagement.

## Duties and Responsibilities

- Work with the VP of Philanthropy and the Associate Director, Philanthropy to build a moves management system and respective portfolio strategy.
- Manage a portfolio of annual donors (\$100-\$9,999 range) from the individual, corporate, and foundation constituency pools.
- Provide daily administrative support to the Philanthropy Team:
  - Utilize the fundraising database, Bloomerang, to look up and maintain up to date and accurate donor data, research information, track donor interactions, manage reports, and assess giving trends
  - Create bespoke prospect lists for project-related requests.
  - Implement wealth-screening and coding processes for high level donors.

- Work with various internal teams to develop and update supportive materials for engagement, cultivation, solicitation, and stewardship purposes.
- Assist in writing proposals and reports for special campaigns, appeals, partnerships, and donors, as needed.
- Coordinate weekly donor acknowledgement process and corresponding reports.
- Collaborate with colleagues (including Finance, Debt Acquisitions, Public Policy, Development Operations, and Information Services) to execute projects with a focus on maximizing participation, revenue, and engagement from prospects, donors, volunteers, and other key constituents.
- Develop a keen understanding of the work of RIP Medical Debt, our program areas and services, and relevant and current issues related to medical debt-relief.
- Stay up to date on fundraising and donor cultivation best practices & strategies, propose updates and changes to the VP, Philanthropy.
- Support the Philanthropy Team and the RIP Medical Debt team at large on other events, projects, tasks, and campaigns as needed.
- Contribute to fostering an ethical, positive results-oriented philanthropic culture founded on transparent communication.

## Qualifications, Skills, and Experience

### Education & Experience

- Bachelor's Degree preferred
- 3-5 years experience in nonprofit management, donor relations or a development-related area (such as institutional giving, fundraising, alumni relations, marketing or similar work)
- Experience with fundraising, contact management or other database software.
- Experience with planning and executing fundraising appeals and events preferred
- Administrative, customer service, or volunteer management experience is preferred.

### Technical Skills

- Solid working knowledge of Microsoft Office suite is required.
- Experience with CRM database systems is required (Bloomerang and/or Raiser's Edge preferred).

### Key Competencies

- Excellent and compelling verbal and written communication skills; high attention to detail and follow-up, and excellent organizational skills.
- Keen analytical skills.
- Meticulous project management skills and ability to plan, prioritize and organize a diversified workload; must meet deadlines.
- Ability to receive, prioritize, and follow-up with requests from various stakeholders.
- Outstanding interpersonal skills; comfortable in an external facing role; Creative and innovative.
- An exceptional work ethic and track record of personal initiative; collegial and collaborative.
- Eagerness to learn about the inequities of healthcare and various national healthcare systems.
- Passion for RIP Medical Debt's mission and eagerness to become well-versed in our work.
- Strong ability to perform in a fast-paced and high-volume environment.

- Flexibility and adaptability to new processes in an emerging and changing environment.

### Compensation and Benefits

- Annual salary \$70,000-\$85,000 for qualified local candidates (offers to candidates outside of the New York metro area may vary based on the location).
- Hybrid work environment (office work 3 days a week).
- 4 weeks PTO (with additional days granted upon 3<sup>rd</sup> and 5<sup>th</sup> anniversaries).
- Fully paid medical, dental, and vision coverage.
- Employer-paid life insurance, short-term and long-term disability.
- 403(b) retirement plan matching.
- Employee Assistance Program.

### How to Apply

To be considered for the position, email resume and cover letter to [apply@ripmedicaldebt.org](mailto:apply@ripmedicaldebt.org)

### Equal Opportunity Employer Statement

RIP Medical Debt is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. RIP Medical Debt makes hiring decisions based solely on qualifications, merit, and business needs at the time.