

POSITION SPECIFICATION**Associate Director of Philanthropy****RIP Medical Debt**

NYC Metropolitan Area (hybrid); West Coast applicants considered.

ABOUT RIP MEDICAL DEBT:

RIP Medical Debt'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. In 2024, as they mark their 10th anniversary, RIP Medical Debt celebrates a decade of impact, having successfully eliminated over \$10 billion in medical debts, providing crucial financial relief for more than 6.8 million individuals and families. Recently featured on [NPR](#), RIP proudly received transformative gifts from Mackenzie Scott, a [historic grant from New York City](#), and recognition from many other [notable campaigns](#).

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. RIP will also consider West Coast applicants.

ABOUT THE OPPORTUNITY:

Reporting to the Vice President of Philanthropy and working in close partnership with colleagues across RIP Medical Debt, the Associate Director of Philanthropy is responsible for building relationships with and securing mid-level gifts (\$10,000-\$25,000 range) from high net-worth individuals, foundations, and corporations in support of the organization's highest priorities.

The Associate Director will focus on identifying, qualifying, and soliciting, and stewarding highly philanthropic prospects and current donors. As a strategic thinker with significant donor experience, an effectiveness in working with wide audiences, and a track record of delivering strong customer service, the Associate Director will pursue growth of their portfolio by coordinating with senior staff as well as key stakeholders to engage individuals in the significance of RIP's mission. The Associate Director is responsible for assisting the entire Philanthropy team with reaching its financial goals.

KEY RESPONSIBILITIES:**Major Gifts Cultivation, Solicitation, and Strategy**

- Develop cultivation and solicitation strategies for a dynamic portfolio (150-200) of prospects and donors – including constituents from the individual, corporate, and foundation giving pools.
- Conduct 10 to 12 donor visits a month.
- Utilize moves management to secure major gifts and strengthen the current pipeline.
- Draft proposals and reports for special campaigns, appeals, partnerships, and donors as needed.
- Develop and update supportive materials for engagement, cultivation, solicitation, and stewardship purposes.
- Track prospect and donor activity, strategies, and projections in Bloomerang database (or comparable CRM).
- Perform special projects as assigned, including support for 10th Anniversary Celebration; conduct donor tours and meetings, and participate in senior meetings as appropriate.
- Stay up to date on fundraising and donor cultivation best practices & strategies, propose updates and changes to the VP, Philanthropy.

Collaboration, Engagement, and Teamwork

- Strategize with the VP of Philanthropy and senior leadership to build and manage a network of relationships with prospective donors.
- Collaborate with VP of Philanthropy to develop annual fundraising goal; mid-year revision, year-end, and other revenue and activity reporting as requested.
- Work with RIP staff, fellow Philanthropy teammates, and key stakeholders as appropriate to identify funding priorities and potential prospects.
- Participate in prospect strategy conversations to evaluate various gift opportunities, giving vehicles, and develop effective strategies.
- Collaborate with colleagues (ex. 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.
- 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.

ABOUT THE SUCCESSFUL CANDIDATE:

The successful candidate will be a savvy, entrepreneurial, and dynamic major gifts fundraiser. They will also possess:

- 3-5 years of progressive direct frontline major gift or leadership level fundraising experience required.
- Demonstrated measures of success with closing gifts at the five and six figure level required.
- Strong knowledge of moves management and demonstrated ability to successfully develop and implement short, medium, and long-term donor engagement strategies.
- Seasoned experience in nonprofit management, donor relations or a development-related area (such as institutional giving, fundraising, alumni relations, marketing, or similar work).
- Creativity and flexibility – a self-starter who thrives in a team environment, bringing both strong collaboration skills and independent initiative.
- Genuine commitment to the mission of RIP Medical Debt and ability to articulate the importance and urgency of the organization's work to a variety of audiences.
- Experience with fundraising management CRMs (ex. Bloomerang, Raisers Edge) and related software (ex. iWave).
- Strong administrative, customer service, or volunteer management experience is preferred.
- Solid working knowledge of Microsoft Office suite is required.
- Experience with CRM database systems is required (Bloomerang and/or Raiser's Edge preferred).
- Willingness to travel.

EDUCATION: Bachelor's degree preferred.

COMPENSATION AND BENEFITS:

- Annual salary \$90,000-\$120,000 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 3rd and 5th 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: Please [click here](#) to apply and submit a cover letter and resume in confidence.

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.