



Medical Debt

ASSOCIATE DIRECTOR, PHILANTHROPY

Primary Category: Philanthropy

Type of Position: Full Time

Location: NY Tri-State Preferred (CT & MT time zones will be considered)

Education Requirement: Bachelor's Degree Preferred

Experience Requirement: Minimum 3-5 years of professional experience in frontline fundraising.

ABOUT UNDUE MEDICAL DEBT

Undue Medical Debt (formerly RIP Medical Debt) is a national 501(c)(3) nonprofit whose purpose is to strengthen communities by erasing financially burdensome medical debt. Founded in 2014, Undue Medical Debt is one of the leading charitable organizations that addresses medical bills. We work tirelessly to end medical debt and ensure a future where everyone can access healthcare without fear.

How does it work? Undue utilizes donations to buy large bundles of medical debt and then relieves that debt with no tax consequences to recipients. The results have been spectacular— more than \$23 billion in medical debts eradicated so far, providing financial relief for over 14 million individuals and families. We strive to be a source of justice in an unjust healthcare finance system; an innovative solution for patient-centered healthcare providers; and a moral force for systemic change.

Undue'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. A portion of Undue's team lives outside of New York City and are fully remote. Remote employees are expected to work with their managers to plan regular travel to the NYC office for team engagement.

ABOUT THE POSITION

The Associate Director of Philanthropy is responsible for effectively growing the organization's frontline giving programs, encompassing Leadership Gifts (\$5,000 - \$24,999), Major Gifts (\$25,000+), and Peer-to-Peer fundraising efforts. The Associate Director will play a critical role in strengthening and expanding Undue Medical Debt's relationships with key individual donors and volunteer fundraisers. This position will focus on building, cultivating, and stewarding meaningful relationships with existing and prospective individual donors to secure significant financial support for the organization's mission and enhance our individual donor engagement strategy. They will manage the full cycle of giving for a dedicated portfolio of 125-150 high-capacity donors. This is a full-time hybrid (will work in the office 3 days/week) or remote position with an annual salary range of \$90-135K commensurate with experience. Remote will be considered and travel is required.

APPLICATION REQUIREMENTS

Resume and cover letter required; resumes without a cover letter will not be considered.

DUTIES AND RESPONSIBILITIES

Frontline Fundraising Strategy and Execution:

- Co-collaborate on the development and execution of a comprehensive frontline giving strategy focused on securing leadership and major gifts, aligning with Undue Medical Debt's overall strategic priorities.
- Manage a dedicated portfolio of 125-150 high-potential individual donors and prospects, focusing on discovery, cultivation, solicitation, and stewardship.
- Conduct 10 to 12 meaningful donor meetings or significant contacts a month with individuals in the portfolio.
- Strategize with the VP of Philanthropy and senior leadership to identify, qualify, and build relationships with prospective major gift donors.
- Develop and submit high-quality proposals, presentations, and reports tailored to individual donor interests and giving capacity.

Peer-to-Peer and Grassroots Engagement:

- Partner with current campaigns program lead to design, launch, and manage effective peer-to-peer fundraising campaigns and volunteer efforts.
- Support and steward individuals leading fundraising efforts on behalf of Undue Medical Debt, providing tools, resources, and personalized encouragement.
- Explore new avenues for grassroots engagement, such as small donor initiatives, giving days, and community-led events.

Donor Relationship Management and Stewardship:

- Build and maintain strong, authentic relationships with portfolio donors, ensuring their continued support and engagement through personalized stewardship plans.
- Serve as a primary liaison, providing regular, high-impact updates on program impact and fostering open communication.
- Plan and execute tailored donor engagement activities and events, such as intimate briefings or site visits, designed to move donors toward a major gift commitment.
- Develop compelling materials, such as presentations, impact reports, and case studies, to effectively communicate Undue Medical Debt's mission and impact to individual audiences.

Data Management, Collaboration, and Institutional Knowledge:

- Track and analyze key metrics related to frontline fundraising, including donor pipeline progress and solicitation metrics.
- Prepare regular reports on the progress and impact of the organization's frontline giving programs.
- Maintain knowledge of best practices in frontline fundraising, donor cultivation, and current philanthropic trends.
- Collaborate closely with colleagues across the organization, including philanthropy, communications, and finance teams, to ensure a cohesive donor experience.
- Contribute to fostering an ethical, positive, results-oriented philanthropic culture founded on transparent communication.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's Degree preferred

- 3+ years of progressive experience in frontline fundraising or relationship management, with demonstrated success in securing gifts at the \$5,000+ level.
- Proven track record of success in managing and personally soliciting a portfolio of individual donors.
- Experience in developing and executing peer-to-peer fundraising strategies is highly desirable.
- Deep understanding of individual donor motivations, solicitation strategies, and best practices in comprehensive donor stewardship.
- Exceptional written and verbal communication, interpersonal, and presentation skills.
- Ability to build and maintain strong, trusting relationships with high-net-worth individuals.
- Highly organized and detail-oriented with the ability to manage multiple projects simultaneously and track a complex donor pipeline.
- Proficiency in database management software (ex. Bloomerang, Raisers Edge) and related research/prospecting software (ex. iWave) is required.
- Travel required.

TECHNICAL SKILLS

- Basic knowledge of Microsoft Office suite is required.
- Experience with CRM database systems is required (Raiser's Edge preferred)

KEY COMPETENCIES REQUIRED

- Ability to work in a highly collaborative, transparent work environment in which providing and receiving feedback is common practice
- Outstanding interpersonal skills; comfortable in an external facing role; Creative and innovative.
- Excellent and compelling verbal and written communication skills; high attention to detail and follow-up, and excellent organizational 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
- Keen analytical skills
- An exceptional work ethic and track record of personal initiative; collegial and collaborative
- Passion for Undue Medical Debt's mission and eagerness to become well-versed in our work
- Willingness to learn about the inequities of healthcare/various national healthcare systems
- Strong ability to perform in a fast-paced and high-volume environment
- Flexibility and adaptability to new processes in an emerging and changing environment
- Humble

COMPENSATION AND BENEFITS

- Base annual salary \$90,000-\$135,000 for candidates located in the NYC area, commensurate with experience.
- 4 weeks PTO (with additional days granted after 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 submit a cover letter and resume to apply@unduemedicaldebt.org.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

Undue 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. Undue Medical Debt makes hiring decisions based solely on qualifications, merit, and business needs at the time.