



Mission: “Advance human mobility for people across the globe through the most trusted musculoskeletal care continuum, powered by leading talent, and innovative research, education, and technology.”

www.hss.edu
New York, NY
In Person Employment

ASSOCIATE, DEVELOPMENT ADMINISTRATION

ABOUT THE OPPORTUNITY



For over 150 years, Hospital for Special Surgery (HSS) has inspired some of the greatest minds in orthopedics and rheumatology. HSS has repeatedly achieved national recognition as a leader in the field. HSS is [nationally ranked No. 1 in orthopedics](#) for 16 years in a row and No. 3 in rheumatology by *U.S. News and World Report* (2025-2026) and HSS recently received its fifth consecutive Magnet designation, the first hospital in New York State to do so.

HSS seeks a driven Associate, Development Administration (Associate) to provide day-to-day administrative, financial, and operational support for the Development department. This role helps ensure Development’s office operations, finance support processes, documentation, onboarding coordination, and digital workflows are organized, accurate, and reliable.

The Associate supports the Development Administration function and partners with colleagues across Development to keep administrative processes moving, maintain clear records and documentation, and provide responsive service to internal stakeholders. This role requires strong attention to detail, follow-through, discretion, and comfort working across systems, calendars, documents, and digital project management tools.

Hospital for Special Surgery has retained [Freeman Philanthropic Services, LLC](#) to assist with this critical recruitment.

REPORTING AND IMPORTANT RELATIONSHIPS

The Associate will report to the Director, Development Administration.

KEY RESPONSIBILITIES

- **Development Office Administration:** Coordinate day-to-day office administration, including department inbox triage, calendars, meeting logistics, onboarding coordination, access provisioning, supplies, records, storage, coverage schedules, facilities follow-up, hospital pick-ups and drop-offs, and general operational follow-through.
- **Finance and Compliance Support:** Support Development Administration's finance-related processes, including invoice and reimbursement coordination, supporting documentation, reconciliation follow-up, budget tracking, reporting inputs, fund/endowment documentation, and other financial process support as needed.
- **Operations Standards and Enablement:** Help maintain clear, usable documentation, job aids, onboarding materials, SOPs, records, and administrative reference resources that support consistent execution and cross-coverage across the department.
- **Systems and Workflow Support:** Support [Monday.com](#) administration and department-wide workflow coordination, including intake, routing, status updates, board hygiene, basic user support, and liaison support for teams using digital project management tools.
- **Additional Development Administration Support:** Assist with related Development Administration activities, including donor recognition tracking and implementation support, vendor and contract follow-up, HR/recruiting administration support, reporting or survey inputs, and other department-wide administrative projects and duties as assigned.

QUALITIES AND ATTRIBUTES

The Associate will have the proven ability to effectively meet the responsibilities listed in the preceding section. The ideal candidate's qualities and attributes include:

- Genuine passion and commitment to HSS's mission, vision, and values;
- Track record of experience in administrative, operations, finance support, project coordination, nonprofit, healthcare, higher education, or related experience preferred;
- Fluency with [Monday.com](#) or a similar digital project management/workflow tool, such as Asana, required;
- Strong proficiency with Microsoft Excel and Microsoft Office; comfort learning finance, CRM, project management, and administrative systems;
- Strong organizational skills, attention to detail, and ability to manage multiple priorities with timely follow-through;
- Experience using AI tools is a plus;
- Competent and effective partner with the following attributes:
 - Operational reliability and follow-through.
 - Attention to detail and accuracy.
 - Administrative organization.

- Technology fluency and systems comfort.
- Digital workflow fluency.
- Customer service and collaboration.
- Discretion and sound judgment.
- Adaptability and willingness to learn.

➤ Bachelor's degree required.

DIVERSITY

Hospital for Special Surgery is committed to providing high quality care and skilled, compassionate, reliable service to its community in a safe and healing environment. Consistent with this commitment, Hospital for Special Surgery provides care, admits, and treats patients and provides all services without regard to age, race, color, creed, ethnicity, religion, national origin, culture, language, physical or mental disability, socioeconomic status, veteran or military status, marital status, sex, sexual orientation, gender identity or expression, or any other basis prohibited by federal, state, or local law or by accreditation standards. HSS is an Equal Opportunity Employer.

COMPENSATION AND BENEFITS

The compensation and benefits package will be competitive and commensurate with the selected candidate's background and experience. The compensation range for this position is \$48,500 to \$65,750, depending upon the finalist's level of experience, education, accomplishments, internal equity, budget, and Fair Market Value evaluation.

HSS provides its staff with the tools, training, and rewards that promote professional satisfaction and quality of life. When joining HSS, individuals are eligible for a competitive benefits package that is amongst the best in the market, including medical, dental, and vision insurance, tuition reimbursement, wellness programs, employee discounts, family support services, and parking and transit. Additional information about HSS's rewards and benefits can be viewed [on HSS's website](#).

CONFIDENTIAL INQUIRIES AND HOW TO APPLY

Hospital for Special Surgery has retained Freeman Philanthropic Services, LLC to assist on this recruitment. FPS is a national leader in executive recruitment for the not-for-profit sector and brings a proven track record of recruiting top talent to diverse institutions.

Please send all inquiries, applications, and nominations directly to FPS via email at HSSAssociate@glfreeman.com.

All applications must include: (1) an up-to-date resume; and (2) a formal letter of interest (addressed to Gail L. Freeman, President of FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity at HSS is the logical and desired next step in their career. Additional materials and information will be requested during the search and interview process.

ABOUT HSS

**#1 IN ORTHOPEDICS IN THE U.S.
16 YEARS IN A ROW.**



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But HSS is not done evolving yet. HSS constantly strives to break new ground and develop practices and techniques that enable it to continuously provide the highest quality of patient care.

The world of healthcare is constantly changing – evolving in new and exciting ways as clinical discoveries are made every day. So it's essential that HSS continues to innovate through research and education. By recognizing where it can improve, HSS will continue to be a global leader at the forefront of its field.

As one of the top-ranked hospitals for orthopedics and rheumatology, HSS is proud of what it has achieved. HSS was the first New York City hospital to receive the Magnet Award for Nursing and continues to be committed to providing the best care possible. HSS is a place where every employee's energy, expertise, and enthusiasm makes a genuine difference in people's lives. As one of the oldest orthopedic hospitals in the United States, HSS has pioneered the world of healthcare since Day One. And HSS doesn't plan on slowing down any time soon. Every person in HSS, from physicians and nurses to IT and security professionals, plays a role in the institution's current success and continued growth. When you join HSS, you'll become part of a future that's sure to be as groundbreaking as its beginning – and that's something to be excited about.

HSS'S VALUES

HSS's values are at the heart of everything it does. These values are integral to how HSS achieves its mission and enables them to continually transform the lives of patients every day.

- **Diversity:** HSS is committed to an environment of respect, equitable treatment and opportunity for its patients, employees and communities.
- **Excellence:** HSS sets and continually raises the bar on all that it does.
- **Gratitude:** HSS expresses appreciation every day, through words and actions, for the opportunity to serve its patients, community, and each other.
- **Innovation:** HSS supports an environment that fosters new ideas and new approaches in everything it does.
- **Integrity:** HSS takes pride in maintaining the highest levels of personal and professional conduct.
- **Passion:** HSS brings energy, commitment and enthusiasm to its work everyday.
- **Teamwork:** HSS participates fully as members of its team, respecting, supporting and empowering one another.

LEADERSHIP



Catherine Callagy, Senior Vice President and Chief Development Officer

Ms. Callagy joined HSS as Chief Development Officer in 2017. In this role, she is responsible for planning, managing and implementing all fundraising activities on behalf of HSS and oversees efforts to build and sustain volunteer leadership that guides the organization. Under Ms. Callagy's leadership, HSS has raised over \$600 million including \$200 million to construct the new Anna-Maria and Stephen Kellen Tower. She is now leading the campaign for HSS's Institute for Movement and Longevity.

Ms. Callagy has over 25 years of experience in fund development primarily at healthcare organizations. Immediately prior to joining HSS, she acted as executive director of Development at Stamford Hospital Foundation in Connecticut. In that role, she oversaw the campaign to fund the development of their new replacement hospital. Over the course of her career, Ms. Callagy has been involved in several pro bono and volunteer efforts, including working with former New York City mayor Rudy Giuliani to establish the Twin Towers Fund after 9/11.

Ms. Callagy received her BA in History from Georgetown University.



Max Winer, Vice President, Development Operations and Donor Engagement

Mr. Winer joined HSS in January 2026 to lead the operational, donor-facing, and strategic infrastructure that supports principal and major giving. In this role, he oversees Development Operations, Data and Systems, Donor Communications, Stewardship, Special Events, Prospect Research, Pipeline Management, Annual Fund, Digital Fundraising, Corporate Partnerships, and BIKE HSS. He is responsible for building a robust donor pipeline, architecting comprehensive donor journeys, and ensuring operational excellence across the development function.

Mr. Winer brings nearly two decades of fundraising leadership experience, most recently serving as Deputy Chief Development Officer at Hadassah, where he twice served as Interim Chief Development Officer. His career also includes frontline fundraising roles at City Harvest, NYU Langone Health, and Safe Horizon, spanning corporate and foundation relations and principal and major gifts. Beyond his professional work, Mr. Winer co-founded AfterWork Theater and served as President of its Board of Associates for seven years, growing the organization from concept to full 501(c)(3) status with sustainable operations. He is also a trained and certified mediator, having volunteered in Brooklyn community settings and small claims court.

Mr. Winer received his BA in Writing from Ithaca College.