



Development Director
Next Step to Success | Norfolk, VA

The Director of Development plays a pivotal role in enhancing our organization's branding, community engagement, donor development, and fundraising efforts. The position works with the board chairman and senior management in building an important new organization dedicated to improving the lives of children and their families.

This role leads and executes comprehensive communications strategies, recruits, and manages NSTS giving platform, assists with fundraising efforts, and coordinates impactful special events. This multifaceted role requires creativity, exceptional communication skills, strategic thinking, flexibility, and a commitment to advancing the mission of our departments and organization.

The Director of Development will play a pivotal role in advancing our mission. This position offers an exciting opportunity to drive positive change and make a lasting impact on our organization's growth and ability to serve our community.

Location: This position requires a minimum of three days per week onsite, with additional in-office time as needed to support business needs. NSTS is in Norfolk, VA.

Salary: \$80,000-\$90,000, commensurate with experience

Qualifications:

- Bachelor's degree in communications, Marketing, Public Relations, or a related field
- 2-3+ years of experience in fundraising and donor relations (5+ years preferred)
- Strong written and verbal communication skills with the ability to craft compelling, audience-specific messaging
- Creative, strategic thinker with experience in public relations, brand awareness, donor engagement, and fundraising
- Confident public speaker able to engage and present to diverse audiences
- Highly organized and self-motivated, with the ability to manage multiple priorities and deadlines
- Adaptable, proactive team player with a positive attitude and ability to work independently and collaboratively
- Willingness to work a flexible schedule, including evenings and weekends

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- Proficient in social media management, content creation, and digital platforms (including CMS and fundraising tools)
- Experience with donor/CRM systems and data management, with a strong understanding of marketing and brand representation

Key Responsibilities:

- Partner with leadership to develop and execute strategic communications that build brand awareness, support fundraising, and engage stakeholders.
- Create and manage content across digital platforms, including website, newsletters, and marketing materials.
- Oversee social media strategy, content, and engagement across key platforms.
- Build and maintain positive relationships with media to support public relations efforts and increase visibility.
- Support donor development by managing relationships, assisting with fundraising campaigns, and maintaining accurate records.
- Plan and execute events, fundraisers, and donor/volunteer engagement initiatives.
- Serve as a brand ambassador within the community and at events.
- Recruit, support, and recognize volunteers while maintaining organized records and programs.
- Other duties as assigned.

Benefits:

- Full benefits including medical, dental and vision insurance
- 403(b) retirement plan with company contribution
- Company paid life and long-term disability insurance
- Paid sick leave
- Tuition reimbursement, details below:
- \$3,000 per calendar year after 6 months of tenure
- \$5,000 per calendar year after 2 years of tenure
- Employee events and activities
- Employee Assistance Program (EAP)

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- Annual performance reviews
- Opportunities for advancement
- And more!

How to Apply

Applications are accepted on a rolling basis. To apply, please visit our Get Involved page or apply directly via the Director of Development job posting. We look forward to hearing from candidates who are passionate about making a difference in our community.

[Get Involved- Next Step to Success](#)

[Director of Development](#)

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Disclaimer: This position is for Next Step To Success (NSTS). Please note that NSTS is its own 501(c)3 non-profit organization.