



• It's who we are. It's what we do. •

*Families Helping Families of Greater Baton Rouge (FHFGBR) is a non-profit resource center organized and directed by family members of individuals with disabilities. We support families whose members have physical, cognitive, mental, emotional, or behavioral disabilities. Our own experiences further our commitment to serve these families. We provide support to families living in East Baton Rouge, West Baton Rouge, East Feliciana, West Feliciana, Ascension, Pointe Coupee, and Iberville parishes.*

*Our mission is to provide the individualized services, information, resources, and support to positively enhance the independence, productivity, and integration of persons with disabilities into the community.*

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## EMPLOYMENT OPPORTUNITY

**Date posted:** 1/21/2026

**Pay Range:** \$20 - \$25 per hour, negotiable, commensurate with experience

### Position Summary:

Families Helping Families of Greater Baton Rouge (FHFGBR) Region 2 is seeking a Fundraising Development Coordinator (Contract Position) for immediate hire. The Development Coordinator supports the organization's fundraising and development efforts through donor relations, event planning, grant coordination, and database management. This position plays a critical role in ensuring the organization meets its financial goals and deepens relationships with supporters.

**Position Title:** Fundraising Development Coordinator, contract

**ONE position available:** Flexible hours

**Reports to:** Board of Directors

### Key Responsibilities:

- Assist in planning and executing the annual Active for Autism walk, additional fundraising campaigns, and special events.
- Maintain and update donor database; ensure accuracy of donor records and timely acknowledgment of gifts.
- Research and help draft grant proposals and reports.
- Coordinate donor communications, newsletters, and stewardship activities.
- Track and report on fundraising metrics and campaign performance to the Board of Directors
- Collaborate with program staff to gather impact stories and data for fundraising materials.

### Qualifications:

- Bachelor's degree or equivalent experience in nonprofit management, communications, or related field.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.

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- Proficiency with donor database systems and Microsoft Office Suite.
- Ability to manage multiple projects and deadlines.
- Commitment to the mission and values of the organization.

### **Work Environment**

This role may require occasional evening or weekend work to support special events. Hybrid or in-office arrangements may be available based on organizational needs.

**To Apply:** Please email your resume and proposal to [info@fhfgbr.org](mailto:info@fhfgbr.org).