

# **GPG** *Glen Price Group*

Supporting nonprofit and public sector clients to maximize impact

## **Contractor Description: IT, Graphic Design, and Formatting Support**

### **Introduction**

The [Glen Price Group \(GPG\)](#) is a results-oriented consulting firm with extensive experience providing planning, facilitation, research, policy analysis, and fund development support to nonprofit organizations, public agencies, and philanthropic foundations. GPG's mission and values guide the work of its staff and teams.

GPG is seeking one or more independent contractors to provide a combination of IT and website management, graphic design, and document design and formatting services.

### **Desired Expertise and Skills/Abilities**

GPG seeks an independent contractor(s) with some combination of the following skills and abilities:

- Expertise with Mac OS and software and G Suite, and ability to provide individualized IT support to GPG team members to troubleshoot issues and provide remote assistance with computer and software setup
- Graphic design and branding expertise, and ability to rapidly develop graphics for use in reports
- Creativity and ability to contribute to discussions to conceptualize graphics to communicate key report, data, and/or or project information.
- Expertise with Microsoft Word document formatting
- Basic Wordpress knowledge / ability to add and edit pages and post content
- Web design and development
- Expertise with GIS mapping and data visualization

### **Example Assignments**

- Design and formatting
  - Format a written report in MS Word
  - Design and format a written report or other communications piece in Canva or other tool that offers more design features and options than MS Word
  - Develop a chart or other data visualization, graphic, or map for a report or presentation
  - Conduct a brand audit of GPG website, templates, email signatures, etc.
  - Develop or revise templates in MS Office, G Suite, and/or Canva
  - Share ideas for graphics / visuals based on a data set, written report content, and/or other resources
- IT and website support
  - Provide individual consultation to GPG team members to assess their IT setup and issues/needs; troubleshoot immediate needs, and prepare recommendations for enhancing GPG's IT systems overall

- Make (provided) content and formatting changes to the GPG website
- Make recommendations for changes to GPG website based on UX design best practices or other research/data
- Create project websites (see examples of current / previous project websites [here](#), [here](#), and [here](#)).

## **Contact**

Interested individuals should contact Aaron Price at [aaron@glenpricegroup.com](mailto:aaron@glenpricegroup.com) and include “GPG IT, Design, and Formatting Support” as the email subject line.