

Position Description
Contract Writer
Jewish Federation of Greater Hartford

Who We Are and What We Stand For

A federation is a coalition of people and organizations who share the same values and goals. We are the Jewish Federation: we share the Jewish values of repairing the world (tikkun olam), helping those less fortunate (tzedakah) and learning from the wisdom of our tradition (Torah). At Jewish Federation of Greater Hartford (JFGH), we work together to create a better life for Jews and their neighbors in need – in 30+ towns across Connecticut, in Israel, and around the world. We do this through our Annual Campaign, volunteer projects, educational programs, social justice advocacy and much more. We embrace diversity and creativity. If you care about making the world a better place, there's a place for you at Jewish Federation.

Job / Project Details

The contract writer is a part-time, independent contractor position providing services to JFGH and the Destination Hartford initiative. This position reports to Federation's Vice President of Marketing and Communications. The expected time commitment is an average of 15 hours per week, for a duration of one year (50 weeks).

Responsibilities include:

- Writing, curating, and editing the following JFGH digital and print publications:
 - *Annual Report/Roll of Honor*: developing the table of contents; requesting donor lists from the Development team; requesting and formatting financial information from the Finance team; repurposing and editing impact content provided by the Marketing team; ghostwriting the Chair of the Board's intro letter; coordinating revisions as needed
 - *Women's Philanthropy bimonthly e-newsletter*: developing the table of contents; writing short-form news items; interviewing a selected Woman of Impact, writing her profile, and coordinating her revisions; ghostwriting the Women's Philanthropy Chair's intro letter; coordinating revisions as needed
 - *JLink monthly community e-newsletter*: soliciting and curating text and image submissions from multiple local Jewish agencies, schools, and synagogues each month; editing submissions and consolidating text into one document; providing final text and image files to Marketing team; coordinating revisions as needed
- Writing for Destination Hartford, an initiative to encourage Jewishly committed people who live in metropolitan areas to move to Greater Hartford: ads, brochures and sales sheets, direct mail, press releases, speaking points

Questionnaire

1. Please provide the name of your firm, the name of the writer who would be responsible for completing the work ("proposed writer") and your mailing address, telephone number and email.
2. How long has your firm been in the writing business?

3. How many years of writing experience does the proposed writer possess? What is their educational background?
4. Please indicate the proposed writer's level of experience with the following tools: Microsoft Word and Excel; Constant Contact; MailChimp
5. Please provide an example of how the proposed writer has managed multiple projects and clients simultaneously.
6. Does the proposed writer use a project management platform (e.g. Trello, Basecamp, Monday) to communicate with clients? If so, which one?

How to Submit Your Proposal

Please submit the following items directly to Susannah MacNeil, VP of Marketing and Communications, at smacneil@jewishhartford.org (no phone calls, please):

- Your proposal, including a cover letter and the answers to the questions listed above
- A link to your firm's website, if applicable
- The proposed writer's resume and two writing samples – one under 200 words and one over 600 words – or a link to their website