



Agassiz Baldwin Community

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Cambridge Non-Profit Seeks Developer Who Knows WordPress Inside & Out

Request for Information

Agassiz Baldwin Community, February 2018
Contact: Phoebe Sinclair, Community Liaison
www.agassiz.org

The Problem

Our website, designed and created by an independent developer in 2009, is exhibiting a number of problems:

1. Images do not show up on homepage, with the noticeable exception of the most recent blog post (this may be connected to the TimThumb, a PHP script that resizes images)
2. Sidebar is displaying two widgets that are not installed on the website's back end
3. Sharp increase in SPAM in blog comments

Objectives

Our goal is to find solutions to the above problems within the ABC website. At this time, we are unable to redesign the entire website. However, if there are steps we can take to be in better compliance with current Internet standards, we're open to doing so. Related, we are also interested in advice on how to set up 2-step authentication for website editors.

The audience for the ABC website includes Agassiz Neighborhood residents and the local Cambridge Community, the families of potential students, existing program participants, donors, and agency staff. Program registration and agency and community news are the most utilized portions. The ABC website is managed by on-site staff with oversight from the Executive Director.

Budget

ABC has allocated \$1,000 for this project. We invite creative suggestions and are open to discussing options for obtaining the best value for our budget. Possible additional funds may be available.

Agency Information

Agassiz Baldwin Community (ABC) is a private, non-profit service organization that has been promoting the health, safety, and welfare of the residents of Cambridge,

Massachusetts through educational, cultural, and recreational programs for over forty years.

Submission Guidelines

The developer or designer will advise on and help to solve the website malfunctions. We would like to begin this project as soon as possible. Please include the following information:

- Outline of process to repair website
- How your or your team would utilize the proposed budget, including a rough estimate of the fee for each stage (if possible)
- Proposed timeline and schedule
- Name of person or team who will take on the project
- Two references

ABC is open to establishing a long-term partnership. We will evaluate candidates on the following criteria:

- Experience with small-to-midsize non-profit organizations
- Expert WordPress developer
- Excellent written and verbal communication

We would like all information submitted by **February 9, 2018**. Our team will evaluate and respond by the end of February.

Thank you for considering our Request for Information. We look forward to speaking with you more in detail and learning how you can help us meet our goals. Please include a resume with your qualifications in WordPress to hiring@agassiz.org.