



## Request for Proposals

### Communications Support for Green Minneapolis

#### Project Overview

Green Minneapolis is seeking a part-time communications contractor to support the implementation of our communications plan ongoing.

#### Organizational Background

Green Minneapolis is a not-for-profit 501(c)(3) conservancy with the mission to advance the vibrancy of the Twin Cities through parks and green infrastructure. Our vision is to grow a green future for the Twin Cities, with tree-lined streets and active public spaces that enrich quality of life, create a healthier environment and connect people through place.

#### Scope of Work

Consultant would assist Green Minneapolis staff in the preparation and execution of our communications plan including writing and design of newsletters, special announcements, donor event invitations, fundraiser promotion, solicitation content, website copy, social media posts and photo/video work.

#### Desired Qualifications

- Experience with Wordpress or other website development platforms.
- Experience with MailChimp or other e-newsletter platforms.
- Available software and hardware to complete scope of work.
- Experience using social media for communications campaigns.

#### Estimated Project Schedule

Seeking start date in May. Contractor to work with Green Minneapolis at an estimated 10-15 hours per month.

#### Submission Requirements

Proposals shall be submitted electronically in PDF format and shall include the following:

- Contractor background and profile (1 page);
- Overview of experience including available software and hardware (1 page);
- Draft budget including hourly rate and itemized cost estimates for labor (1 page);
- An example of applicable works created (up to 3); and
- Two references or testimonials from previous clients.



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Final deadline for submissions is 5:00pm on Friday, May 5, 2023; all respondents will receive an email confirmation of receipt. Proposals will be reviewed during the week of May 8 and respondents will be notified by Friday, May 12, 2023.

### **Project Contact**

All questions and proposals shall be directed to:

Michaela Neu  
Project Coordinator  
Green Minneapolis  
[mneu@greenminneapolis.org](mailto:mneu@greenminneapolis.org)