

Web Editor Manager  
Michigan Architectural Foundation

Request for Proposal  
June 22, 2018

The Michigan Architectural Foundation (MAF), a non-profit organization dedicated to connecting the people of Michigan with architecture and its impact on their lives, is seeking an experienced, capable person to edit and manage their new website that is in the process of being developed. These services would be provided as a consultant to MAF. The new website is anticipated to be live sometime in August, 2018. The existing website can be found at [www.michiganarchitecturalfoundation.org](http://www.michiganarchitecturalfoundation.org).

The MAF Website Committee is directed by the Editorial Committee of MAF.

Interested persons should respond providing the following information:

1. Full name, mailing and email addresses, and telephone number
2. Provide a description of your managing and editing experience and why you believe it would meet the needs of MAF.
3. Provide a description of your education and how it would be applied in performing your services to MAF.
4. It is anticipated that these services will require anywhere from 8-10 hours per week to perform and office space will be provided by the consultant. Please identify how and where you see yourself providing your services.
5. Provide your billing rate, terms and conditions. Refer to the attached Compensation outline for guidance.
6. Provide a minimum of three references that you feel best mirror the services you would be performing for MAF. Provide names along with contact information that directed your work, a brief description of your duties, and the dates of your service.
7. Provide any other information that you feel would be relevant and important to know about yourself as we seek to fill this position.

Your response shall be limited to no more than 2 pages.

Refer to the attached document outlining the Responsibilities, Attributes and Compensation for this position.

Responses shall be submitted electronically to;

Kirk Delzer, AIA  
[kdelzer@ids-troy.com](mailto:kdelzer@ids-troy.com)

Responses can be submitted immediately but no later than July, 6, 2pm. edt.

The Website Committee anticipates that several of the respondents may be asked to attend an interview session with the committee to further explore your response.

Sincerely,

Kirk Delzer, AIA  
MAF Website Committee Chair