



## **GATEWAY TO CARE**

### **Professional Services Wish List**

#### **Creative Writing and Website Editing – (Skills – creative & business writing; editing)**

A graphic designer has redesigned our website, and we need help writing the text for each section – must be finished by April 30, 2010.

#### **Electronic Newsletter– (Skills – writing skills, newsletter development)**

We have purchased a donor database which has the capability of generating an electronic newsletter via Constant Contact on a monthly/quarterly basis.

#### **Press Release, Public Service Announcements – (Skills – writing and journalism skills)**

This person would prepare press releases and public service announcements to various media outlets.

#### **Donor Database – (Skills –MS Access, database knowledge; ideally previous experience with fundraising databases and email blasts)**

We have purchased a donor database and need help organizing and entering data into it; we also need help setting up and creating our first electronic newsletter.

#### **Administrative Support – (Skills – QuickBooks, MS Excel, Payroll, Bookkeeping)**

Our Administrative team could use help entering information into QuickBooks, processing payroll documents, running and reconciling financial reports, and general office support)

#### **CPA Advisor – (Skills – Certified Public Accountant)**

Support from a local CPA to act periodically in an advisory role to our Board of Directors and Executive Director)

#### **Graphic Design - (Skills – professional graphic designer / artist)**

To create logos, designs for brochures, and print materials – helping grow and expand the Gateway to Care Brand.

#### **Nursing Support - (Skills – R.N., L.V.N. retired or student)**

Review patient history, patient care coordination and support to the Provider Health Network.