



BHS Innovation Fund Seeks Web Developer/New Webmaster

The BHS Innovation Fund seeks a professional technical consultant to help us move and manage the next iteration of our website. Over the next 6 months, we must migrate a lot of content from a highly customized (but outdated) Wordpress theme to a new platform that is easier for novices to edit and update in the future. We need: **(1)** guidance to help us choose the right new platform for our current needs and future goals; **(2)** a technical person to perform the content migration from Wordpress to a new platform; and **(3)** a reliable webmaster to troubleshoot and be our on-call support for the new site moving forward. Although we would prefer the same person works with us on all phases of this project, we are open to an initial consultation yielding recommendations only.

Phase 1a:

Meet with us, explore our existing site together, learn about our current skill sets, listen to our goals for the site's future, discuss our content and how we manage it, and then make a recommendation for what platform we should move to.

- *Timeframe: ASAP through March 2020*
- *Time Commitment: Minimal*

Phase 1b:

Coordinate with our existing webmaster for access to our site. Troubleshoot any potential migration issues between old and new platforms. Collaborate with the Communications team to choose the right new template in the new platform.

- *Timeframe: March - May 2020*
- *Time Commitment: Moderate*

Phase 2:

Perform the migration. Complete the necessary back end work to ensure a smooth transition (make backups, perform testing, etc.), deal with any domain/host issues, and manage the details of our site being offline temporarily. Work with the Fund Communications team to move and adjust content and images. Add SEO options and help the Fund better understand the relationship of the new site to our existing social and email channels.

- *Timeframe: June - July - August 2020*
- *Time Commitment: Heavy*

Phase 3:

Launch the site before the 2020-21 school year begins in September. Be on-call for any technical issues.

- *Timeframe: September 2020 - ongoing*
- *Time Commitment: Light*

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