

ICON EDITING

SMART IDEAS. GOOD ORGANIZATION. CLEAR WRITING.

Editing for Nonprofits

Nonprofit organizations have the challenge of communicating with many different audiences. Smart ideas, proposals, requests, and reports all need to be clearly written and well-designed to be noticed. My goal is to help nonprofits convey their mission and message in an organized and effective format. I offer intelligent editing and page layout skills, solid knowledge of nonprofit issues, and meticulous attention to detail.

Editing and Layout Services

- Copy editing and proofreading
- Substantive editing: revising written information currently in draft form to be clearer and more persuasive
- Production of materials targeted to specific audiences: trifold brochures, annual reports, newsletters, grant reports
- Grant proposal editing
- Light design/page layout for printer-ready materials
- Website content editing
- Style guides for organizations, for a consistent written and graphic identity
- Fluent in: Chicago Manual of Style, AP, Microsoft Office, Adobe InDesign CS3

Background

I have worked for Seattle-area nonprofits for over ten years: as staff at both agencies and foundations; with boards, as a member and facilitator; and in research and consulting. In 1999, I earned a Master's degree in Public Administration with an emphasis on Nonprofit Management from the Evans School of Public Affairs at the University of Washington. In addition, I completed the Certificate in Editing from UW Extension in 2003. As a professional editor for five years, I have worked with both nonprofit and academic clients and as the associate editor at a national outdoor magazine. I look forward to bringing my combination of skills to work for your organization.

CONNIE CHAPLAN

iconediting@earthlink.net 206.595.3797 www.iconediting.net