



# Creative Back Office Suite of Services

Ever wish you could delegate a research request or have someone else write the blog? Do you waste time trying to figure how to do something and find yourself wishing you could hire someone else to do it? Maybe you've thought about a part-timer/freelancer, but hesitated because you would have to spend more time training/explaining than it would take you to do the task. The Creative Back Office Suite of Services is the answer.

For years we have supported EDOs with quick turn around research for projects, content for annual reports and blogs, social media, survey development, and ad-hoc tasks. Now we've packaged those services together into **a back office for economic developers**. We can take care of those pesky tasks - by the hour, as-needed, no retainer required - and let you get on with your "real" work.

## EXAMPLES OF BACK OFFICE SERVICES



### SURVEYS

Survey development for existing business, board input, business climate.



### BUDGET

Salary survey comparing your staff to a few peers to aid with budget planning.



### DATA

Economic data for annual reports, grant applications, and presentations.



### CONTENT

Content for external marketing like blog posts, email blasts, and social media posts.



### RESEARCH

Research requests for RFIs, special projects.



### MARKETING

Templates for e-marketing.

## Creative Back Office Team



*Crystal Morphis*  
Cool Ideas



*Penny Whiteheart*  
Analysis



*Heather Beard*  
Research



*Billye Carter*  
Technology & Marketing