
Job Title: Copy-Editor

Start date: ASAP, Flexible

Location: Remote

Development Gateway (DG) is a mission-driven nonprofit organization that supports the use of data, technology, and evidence to create more effective, open, and engaging institutions. Incorporated in Washington, DC – and with hubs around the world – DG works with agencies, foundations, organizations, and country governments to conduct research and create tools in support of better development outcomes.

Scope of Work

DG is seeking to hire a native English-speaking copy-editor (consultant), to support reviews of externally-facing publications. This person would primarily be responsible for:

- reviewing and providing feedback on text prose, for grammar, spelling, and overall flow;
- conducting quality assurance on publication, regarding overall design layouts text transfer;
- providing non-binding level-of-effort estimates based on task descriptions; and
- providing a transparent overview of progress being made against deliverables

This is anticipated to be ongoing, as-needed work. Deadlines will be established for individual tasks together with the DG focal point (Senior Policy Advisor), with monthly email check-ins to forecast upcoming projects. Ad-hoc meetings can be arranged as needed to discuss issues as they arise.

All materials shared will remain the intellectual property of DG, and cannot be shared with a third party without DG's permission.

Get in Touch

Please submit a CV –highlighting relevant copy-writing skills, and any familiarity with data, technology, and international development – as well as your desired hourly rate to jobs@developmentgateway.org.