



March 26, 2021

Alexandra E. Higl, MPA, CPM
Program Manager
Center for Public & Nonprofit Management
a.higl@csuohio.edu

Dear Ms. Higl:

Since 1991, EDEN has provided housing solutions to people facing the challenges of housing insecurities and homelessness. EDEN recognizes that housing is a basic right of all people, and the first step in helping those vulnerable and disadvantaged transform their lives. We envision that, through our efforts, homelessness will be brief and rare; and every family will have a safe, secure place to call home. We believe housing serves as a foundation to build stable lives, advance independence, and fulfill aspirations. And we at EDEN work toward this vision of eliminating homelessness and housing insecurities every single day.

In 2020, EDEN served 4,522 households, representing the highest total in EDEN's history. 348 of those households were led by young adults, and 1,920 of them were families with children. Close to 1,000 women were provided with emergency shelter at Norma Herr Women's Center. The agency provided 967 households with Rapid-Rehousing throughout the year and nearly 900 households with Homeless Prevention emergency support.

All this work takes resources, and what better way to raise the needed funds than by a 30th Anniversary Garden Party? The event will be held on Saturday, September 11, at The Madison in downtown Cleveland. We are hoping that 300+ guests—community leaders, philanthropists, corporate partners, EDEN residents, and more—will join us for this celebration of service to our community. The event will feature dinner, an awards ceremony, music, and a silent auction.

There is a vast amount of work that needs done for this, and we are looking for an intern to help our staff in planning the event from start to finish. Specific tasks will include, but not be limited to:

- Research the internet for the most pertinent contact information for our prospective sponsors. We have a list of organizations who donated, to EDEN in the past few years, but more than half do not have contact names, addresses, or email addresses.
- Help write a script for sponsorship follow-up and make some calls.
- Assist in procuring raffle basket/auction items.
- Provide much-needed planning and logistical assistance leading up to the day of the event.

HOUSING RESOURCE & DEVELOPMENT AGENCY
7812 Madison Avenue, Cleveland, OH 44102 | (216)961-9690 | FAX (216)651-4066
Shelter Plus Care FAX (216) 651-6692 | www.edeninc.org | edeninfo@edencle.org
TDD/TTY: 1-800-545-1833, ext. 873



A Contract Agency of the Alcohol, Drug and Mental Health Services Board of Cuyahoga County



We believe this work will take 4-8 hours per week until the event on September 11th. We can work around a college student's schedule. If the person wants to work 6 hours one week and 2 hours the next, that is acceptable. If the person wants to skip a week for finals or vacation, we understand and can work around it.

EDEN hopes to retain the intern for either no cost/college credit or modest compensation.

This would be valuable experience for someone who wants a career that includes managing fundraising events, prospect research, volunteer management, and corporate sponsorships. Not only can the intern put this on a resume for real-world experience, but we can provide a professional reference when they are job seeking. In addition, we would be willing to fulfill any requirements so that this person could get college credit for their work.

The person we are seeking has chosen nonprofits and fundraising as their career path. We are looking for a good writer, a skilled communicator, and a critical thinker. They have excellent computer skills, especially when it comes to internet searches. A sense of humor will help the person fit in with our crew. Most importantly, we are looking for someone who has a passion to help those in need, especially those who are mentally ill, disabled, of low income, and chronically homeless.

Anyone who has questions about the experience can contact Jacquie Skrzypiec at 216-462-0967 or jacq@edencle.org. To apply, please email a cover letter and resume to jacq@edencle.org.

We are excited about this opportunity to partner with CSU's Center for Public & Nonprofit Management and to work with one of your candidates on this critical project.

With warmest regards,



Jacquie Skrzypiec

Marketing & Community Relations Officer

7812 Madison Avenue | Cleveland, OH 44102

216-462-0967 Direct | 216- 961-9690 x 357

216- 651-4066 Fax

Email: Jacq@EdenCle.org

Visit our Website: www.EdenInc.org

EDEN's mission is to provide housing solutions to people facing the challenges of housing insecurities and homelessness.

EDEN is committed to being an active champion of Diversity, Equity and Inclusion (DEI) throughout our organization and the communities we serve.