

[FULL NAME]

[City, State, Zip] | [Phone Number] | [Email Address] | [LinkedIn Profile]

[Date]

[Hiring Manager Name]
[Board of Directors/Search Committee]
[Non-Profit Organization Name]
[Organization Address]

Dear [Hiring Manager Name or Search Committee],

Introduction: State your enthusiastic interest in the Executive Program Director position at [Organization Name]. Briefly mention your years of experience in the non-profit sector and how your personal mission aligns with the organization's specific cause (e.g., social justice, education, public health).

Strategic Leadership & Vision: Detail your experience overseeing large-scale programs. Highlight your ability to translate a board's strategic vision into actionable programmatic goals. Mention specific metrics, such as "Increased program reach by [X]%" or "Managed an annual budget of \$[Amount]."

Operational Excellence & Fundraising: Describe your proficiency in grant management, donor relations, and compliance. Explain how you foster cross-functional collaboration and lead diverse teams. Emphasize your experience in maintaining stakeholder relationships and community partnerships.

Impact & Evaluation: Focus on data-driven decision-making. Mention how you utilize Monitoring and Evaluation (M&E) frameworks to ensure program efficacy and reporting transparency for stakeholders and donors.

Conclusion: Reiterate your commitment to [Organization Name]'s mission. Express your desire to discuss how your leadership can drive sustainable growth and impact for the community served. Thank them for their time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]