

[Your Full Name]

[Address, City, State, Zip]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Search Committee Chair / Title]

[Foundation Name]

[Address, City, State, Zip]

Dear [Recipient Name/Search Committee],

Re: Foundation Program Director Application

[Introduction: State the specific Program Director position you are applying for. Briefly mention your years of experience in philanthropy or non-profit leadership and your alignment with the foundation's specific mission, such as education, healthcare, or social justice.]

[Body Paragraph 1: Strategic Leadership. Describe your experience overseeing grant-making portfolios. Detail your ability to develop program strategies, manage multi-million dollar budgets, and lead cross-functional teams to achieve organizational goals.]

[Body Paragraph 2: Impact and Evaluation. Provide examples of how you have utilized data-driven metrics to evaluate program effectiveness. Mention your experience in stakeholder engagement, partnership building, and your approach to community-centric philanthropy.]

[Body Paragraph 3: Operational Excellence. Highlight your skills in board relations, compliance, and streamlining administrative processes to maximize the flow of resources to grantees.]

[Closing: Reiterate your enthusiasm for the foundation's impact. State your desire for an interview to discuss how your leadership can advance their strategic initiatives.]

Sincerely,

[Signature for Hard Copy]

[Your Typed Name]