

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title, e.g., Executive Director]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the **Grant Program Director** position at [Organization Name]. With a proven track record in [Number] years of nonprofit leadership, strategic grantmaking, and stakeholder engagement, I am eager to contribute to [Organization Name]'s mission of [Organization's Primary Mission].

In my previous role as [Current/Previous Job Title] at [Previous Organization], I successfully managed a grant portfolio valued at \$[Dollar Amount]. My experience includes designing rigorous impact assessment frameworks, streamlining application processes, and fostering collaborative partnerships with community stakeholders. Key achievements include:

- [Key Achievement 1: e.g., Increased grant disbursement efficiency by X%]
- [Key Achievement 2: e.g., Developed a new funding initiative for X demographic]
- [Key Achievement 3: e.g., Secured X amount in external funding through strategic partnerships]

My approach to program direction is rooted in transparency, equity, and data-driven decision-making. I am particularly drawn to [Organization Name] because of your recent work in [Specific Project or Initiative]. I am confident that my expertise in [Specific Skill, e.g., federal compliance or philanthropic strategy] will help scale your impact and ensure the long-term sustainability of your programs.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in grant management and strategic leadership can support the continued growth of [Organization Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Full Name]