

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

[Date]

[Hiring Manager Name]
[Board of Directors/Executive Director]
[Non-Profit Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my enthusiastic interest in the Housing Program Director position at [Organization Name]. With a proven track record in affordable housing advocacy, program administration, and community development, I am eager to bring my leadership experience to support [Organization Name]'s mission of [Mission Statement/Specific Goal].

In my previous role as [Current/Previous Job Title] at [Previous Organization], I successfully oversaw [Number] housing units and managed a budget of [Dollar Amount]. My experience includes navigating complex regulatory frameworks such as [LIHTC, HUD, or local housing grants], securing funding through diverse streams, and fostering strategic partnerships with local government agencies and community stakeholders. I pride myself on implementing operational efficiencies that maximize resident services while ensuring long-term fiscal sustainability.

What draws me to [Organization Name] is your commitment to [Specific Project or Value]. I am particularly impressed by your recent work in [Specific Recent Achievement]. I am confident that my background in strategic planning and my passion for housing equity will allow me to lead your programs toward even greater community impact.

I would welcome the opportunity to discuss how my expertise in program design and organizational leadership can contribute to the continued growth of [Organization Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]