

[Your Full Name]

[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE URL] | [CITY, STATE]

[Date]

[Hiring Manager Name/Search Committee Chair]
[Board of Directors / Organization Name]
[Street Address]
[City, State, Zip Code]

Dear [Name of Board Chair or Search Committee],

It is with great respect for [Organization Name]'s mission to [mention specific mission element] that I submit my application for the position of Executive Director. With over [Number] years of senior leadership experience in the non-profit sector, I have dedicated my career to driving organizational growth, ensuring financial sustainability, and fostering cultures of high-impact advocacy.

Throughout my tenure as [Current/Most Recent Title] at [Current/Previous Organization], I successfully [mention a high-level achievement, e.g., grew the annual budget by X% or led a major strategic pivot]. My approach to executive leadership centers on the synergy between robust operational management and visionary community engagement. I specialize in building diverse, high-performing teams and cultivating deep relationships with major donors, foundations, and corporate partners.

Your search for a leader who can [mention a specific requirement from the job description, e.g., scale programs or navigate a period of transition] aligns perfectly with my expertise. Key highlights of my background include:

- **Strategic Planning & Governance:** Proven track record of working alongside Boards of Directors to implement multi-year strategic plans that align with core values.
- **Fiscal Stewardship:** Expert oversight of [Amount] budgets, ensuring transparency, compliance, and diversified revenue streams.
- **Community & Stakeholder Relations:** Experienced in serving as the public face of an organization, enhancing brand visibility through public speaking and strategic storytelling.

I am eager to bring my passion for [Relevant Cause Area] and my experience in executive excellence to [Organization Name]. I look forward to the possibility of discussing how my leadership style and strategic vision can support your organization's next chapter of growth.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]