

[Your Full Name]

[Street Address] | [City, State, Zip]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Board Chair/Search Committee]

[Organization Name]

[Organization Address]

Dear [Hiring Manager Name or Search Committee],

Re: Executive Director Application

I am writing to express my enthusiastic interest in the Executive Director position at [Organization Name]. With a proven track record of scaling non-profit revenue, cultivating high-net-worth donor relationships, and driving mission-aligned growth, I am eager to bring my strategic fundraising expertise to lead your organization into its next chapter of impact.

Throughout my career, I have prioritized sustainable financial health as the foundation for programmatic excellence. At [Current/Previous Organization], I successfully [mention a specific fundraising achievement, e.g., increased annual giving by X% or secured a \$X grant]. My approach combines data-driven development strategies with authentic storytelling to engage stakeholders, from individual donors to institutional foundations.

My core competencies include:

- **Major Gift Cultivation:** Deep experience in identifying and stewarding transformative philanthropic partnerships.
- **Strategic Vision:** Aligning operational goals with long-term fiscal sustainability and community needs.
- **Board Collaboration:** Working closely with Board members to activate their networks and maximize their fundraising potential.
- **Operational Leadership:** Mentoring diverse teams to achieve high-performance results in lean environments.

[Organization Name]'s commitment to [Specific Mission Area] resonates deeply with my professional values. I am particularly impressed by your recent [mention a specific project or achievement of the organization] and see a significant opportunity to amplify this work through diversified revenue streams and enhanced public visibility.

I welcome the opportunity to discuss how my leadership style and fundraising acumen can contribute to the continued success of [Organization Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]