

[Your Full Name]  
[Your Address] | [Your Phone Number]  
[Your Email] | [LinkedIn Profile URL]

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[Date]

[Hiring Manager Name]  
[Board of Directors / Search Committee]  
[Non-Profit Organization Name]  
[Organization Address]

**RE: Executive Director Position - [Organization Name]**

Dear [Hiring Manager Name/Search Committee],

It is with great enthusiasm that I submit my application for the Executive Director position at [Organization Name]. With over [Number] years of experience in non-profit operations and executive leadership, I have dedicated my career to driving organizational growth and maximizing community impact through strategic fiscal management and operational excellence.

Throughout my tenure at [Previous Organization], I successfully oversaw a budget of [\$Amount] and led a multidisciplinary team to achieve [Specific Metric or Mission Goal]. My approach to leadership centers on transparency, sustainable fundraising, and the alignment of daily operations with long-term mission objectives. I am particularly drawn to [Organization Name] because of your recent work in [Specific Program or Initiative].

My core competencies include:

- **Strategic Planning:** Proven ability to develop and execute 3-5 year roadmaps.
- **Financial Stewardship:** Expertise in grant management, diversified revenue streams, and compliance.
- **Stakeholder Engagement:** Experienced in bridging communication between Board members, donors, and community partners.
- **Operational Efficiency:** Streamlining internal processes to ensure maximum resource allocation to programs.

I am eager to bring my background in [Specific Skill, e.g., Advocacy/Crisis Management/Scaling] to [Organization Name] to help navigate the challenges of the current non-profit landscape. I look forward to the possibility of discussing how my vision for operational health can support your organization's vital mission.

Thank you for your time and consideration.

Sincerely,

*[Your Signature]*

*[Your Printed Name]*