

[Your Full Name]

[Address]

[Phone Number]

[Email Address]

[LinkedIn Profile]

[Date]

[Hiring Manager Name/Board Chair Name]

[Title, e.g., Search Committee Chair]

[Non-Profit Organization Name]

[Organization Address]

Dear [Hiring Manager Name or Board of Directors],

I am writing to express my enthusiastic interest in the Executive Director position at [Organization Name]. With a proven track record in [Number] years of social impact leadership and a deep commitment to [Specific Cause/Mission], I am eager to leverage my experience in strategic scaling, fundraising, and community advocacy to advance [Organization Name]'s mission.

Throughout my career, I have specialized in transforming vision into measurable social outcomes. At [Current/Previous Organization], I successfully [Key Achievement, e.g., increased annual revenue by X% or expanded program reach to X beneficiaries]. I understand that [Organization Name] is currently focused on [Specific Goal, e.g., policy reform or operational sustainability], and I am prepared to lead the team through this next phase of growth by implementing [Specific Strategy or Management Style].

My leadership approach is rooted in equity and collaborative governance. I have extensive experience working closely with Boards of Directors to ensure fiscal health and long-term organizational resilience. Furthermore, my ability to build cross-sector partnerships with [List Partners, e.g., government agencies, private donors, or grassroots leaders] has consistently amplified the impact of the organizations I serve.

I am inspired by [Organization Name]'s recent work in [Specific Project or Milestone] and would welcome the opportunity to discuss how my leadership can support your strategic objectives. Thank you for your time and for the vital work you do for the [Target Community/Cause] community.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]