**Director of Development Cover Letter**

Dear Mr. Last Name:

When I learned of your search for a seasoned Director of Development to join your team at ABC, I felt compelled to submit my resume outlining my experience and credentials for your review. With my extensive experience in managing development, operations, and growth for non-profit organizations—as well as my expertise in overseeing budgets and marketing responsibilities—I feel confident in my ability to significantly benefit your organization.

From formulating development plans and liaising with donors to preparing annual budgets and implementing PR strategies, my background has consistently been characterized by my steadfast dedication to managing fiscal responsibility and achieving organizational growth objectives. My proven ability to meet—or exceed—program goals, along with my persuasive communication and networking talents, position me ready to dynamically impact ABC in this role.

Consider the following highlights of my qualifications:

Spearheading development and growth for Treehouse International and the Discovery Park Foundation in consecutive leadership roles with these reputable non-profits; generating 79% of DPF’s operating budget from public and private entities to safeguard its financial viability.

Composing more than 50 annual grant proposals for funding support requests for delivery to government agencies, community organizations, foundations, corporations, and individuals.

Orchestrating a DPF awareness campaign on Earth Day in 2012 involving more than 40 staff and volunteers across the city; raised nearly $12K in just 8 hours.

Identifying, pursuing, and acquiring monetary gifts from more than 65 new foundation, business, and individual donors at Treehouse International.

Promoting non-profits in corporate settings and at marketing/charity events, educating listeners on organizational missions, services provided, populations served, and volunteer opportunities to solicit program sponsorship and donations.

Writing and editing newsletters, reports, annual giving appeals, and letters of introduction to current and prospective donors.

Communicating regularly with organizational Boards of Directors to deliver ongoing progress/status updates.

Overseeing financial management systems, budget development / adherence, and fiscal reporting to ensure compliance with program budgets and regulatory guidelines.

With my record of success in non-profit development management, coupled with my leadership and analytical skills, I will certainly surpass your expectations for this role and make a positive impact on ABC. I look forward to discussing the position in further detail.

Thank you for your consideration.

Sincerely,

Your Name Here