

111 Longwood Hills Road, #22 ~ Hackensack, NJ 07000 ~ 666.444.3333

Date

Name

Global Partnership for Afghanistan

Address

Address

Dear _____:

I am writing to express my interest in bringing my fundraising experience and personal skills to the Development Officer position at the Global Partnership for Afghanistan, as advertised in the Foundation Center's "Philanthropy News Digest." I recently received an MPA with an emphasis on nonprofit management, and now seek to contribute my commitment and enthusiasm to an international organization that makes a direct impact in poverty-stricken areas.

In my MPA program, I focused on fundraising and development relating to international women's and children's issues. As a part of my capstone project, I assisted an international children's organization coordinate a new development project in Haiti which confirmed my interest in global non-profits.

The following are some highlights of how my qualifications match the needs of GPFA:

Fundraising:

- At Orphans International Worldwide, increased the organization's donor base through communications with corporate executives and diplomats throughout the world.
- Working on a political campaign, procured political contributions from unlikely donors, many in the amount of \$1,000+. It was common for me to turn a "no" into a "yes."
- Planned, organized and raised funds for large special events and long-term campaigns. One event was originally expected to have 100 attendees; the list grew to 600.

Public Relations:

- Engaged in daily communications with Boards members and governmental agencies.
- Experienced public speaker, comfortable and effective in both individual and group settings; have presented at academic conferences, political fundraisers and private benefits.
- Create customized communications to diplomats and major donors; and direct mail campaigns for organizations and special benefits.

Administration:

- Assisted numerous nonprofit organizations with I.R.S. and D.O.L. filings, drafted new pension and retirement plans, and evaluated organizations' existing plans to ensure full legal compliance.
- Skilled in day-to-day operations and accounting; highly organized with reporting expertise and ability to meet multiple deadlines.

In addition to these strengths and accomplishments, I possess the ability to motivate and inspire personal involvement by donors and volunteers alike, and a firm commitment to organizational growth.

I would love to begin my post-graduate career at GPFA, using my personal and professional skills to support such an impactful nonprofit. Attached please find my resume for your review. I would greatly welcome the opportunity to discuss this position with you, as well as my qualifications, in greater detail. I can be reached via telephone or at nonimprofetta@hotmail.com. Thank you in advance for your time and consideration.

Best Regards,

Noni M. Profetta