



The James P. Shannon Leadership Institute



POSITION OPENING: EXECUTIVE DIRECTOR (.80 FTE)

*Salary range \$75,000-85,000 + benefits allowance (for employees)
Negotiated contract rate up to \$7,000/month (for Independent Contractors)*

ABOUT THE SHANNON LEADERSHIP INSTITUTE

For over 30 years, the Shannon Leadership Institute (SLI) has provided individuals the time, space, and tools to explore their purpose, align with their core values, and renew their commitment to transformational change in themselves, their organizations, and their communities.

The Shannon Leadership Institute is a year-long program for experienced community-serving leaders from all sectors—nonprofits, public service, and beyond—who want to become more intentional and values-driven in their leadership. Through a structured, cohort-based, and guided experience, participants experience:

- **Reflection & Renewal:** Through retreats, workshops, and guided activities, participants take time to step back from daily pressures to reflect on their purpose, values, and the legacy they want to create through their work.
- **Cohort Experience:** Leaders journey together in a small, diverse group that fosters trust, deep conversation, and mutual learning.
- **Values Clarification:** A core focus of the program is helping each leader articulate the values they want to guide their leadership and align their actions accordingly.
- **Personal & Professional Growth:** The program is designed to reinvigorate leaders, building clarity, energy, and a long-term commitment to their community impact.

Over 1,200 people have completed the program since it began in 1992, gaining renewed purpose and effectiveness in their leadership.

The Shannon Leadership Institute envisions a world where a diverse network of purpose and values-driven leaders builds resilient and vibrant communities where all can thrive. Our work is grounded in our values of exploration, transformation, clarity, resilience, and belonging values.

POSITION OVERVIEW

The Shannon Leadership Institute (SLI) seeks a visionary and strategic Executive Director to lead our organization into its next chapter of impact and sustainability. This is an exciting opportunity to shape the future of a well-established leadership development organization, working with purpose-driven individuals to strengthen their values, resilience, and commitment to transformational change.

The Executive Director is responsible for the organization's overall leadership, strategic direction, and daily operations. This strategic and hands-on role manages financial sustainability, stakeholder engagement, fundraising, program delivery, and governance. The Executive Director will also facilitate one annual leadership cohort, guiding participants through the Shannon Leadership Institute experience, including in-person retreats, monthly sessions, and one-on-one coaching.

This remote position is 80% FTE (approximately 32 hours/week). The salary range is \$75,000 to \$85,000, with a healthcare allowance, home office stipend, and PTO/paid holidays for employees or a negotiated contract rate for independent contractors. The Executive Director reports to the Board of Directors and manages a small team of vendors and contractors. A three-year commitment is desired to ensure long-term sustainability and growth.

KEY RESPONSIBILITIES

- Provide mission-aligned leadership and execute strategic and operational plans.
- Oversee daily operations, including marketing, communications, recruitment, financial management, and event planning.
- Facilitate one annual cohort, leading leadership development sessions, retreats, and coaching meetings.
- Develop and implement fundraising strategies, including donor engagement, grants, and sponsorships.
- Hire and supervise contracted facilitators and operational vendors.
- Foster strong relationships with alums, participants, community partners, and funders.
- Ensure financial sustainability, including budgeting, reporting, and risk management.
- Work closely with the Board of Directors to refine governance, strategy, and program oversight.

QUALIFICATIONS

The ideal candidate is an experienced nonprofit leader, facilitator, and strategic thinker committed to values-driven leadership development.

Required Experience & Skills:

- At least 6 years of experience in nonprofit leadership or program management, including 3 years in a leadership role.
- Demonstrated success in financial management, fundraising, and operational leadership.
- Experience designing and facilitating leadership development programs for diverse professionals.
- Strong background in group facilitation, curriculum delivery, and cohort-based leadership experiences.
- Ability to supervise and manage teams, including contractors and vendors.
- Excellent communication and relationship-building skills with funders, participants, and community partners.

Preferred Experience & Skills:

- Bachelor's or master's degree in a relevant field.
- Nonprofit governance and board engagement experience.
- Proficiency in Google Workspace, QuickBooks, fundraising software, and productivity tools.

TO APPLY

To apply, send a PDF document containing a cover letter and resume to hannah@mightyconsulting.org.

- The position will remain open until filled.
- Submit materials by April 14 to be considered in the next screening round.
- Questions? Contact Jen Thorson at Mighty Consulting (jen@mightyconsulting.org | 651-308-2760).

Join us in empowering leaders and strengthening communities—we'd love to hear from you!