



Executive Director Opportunity

Overview

The Shalem Institute for Spiritual Formation (“Shalem”) nurtures contemplative living and leadership rooted in Christian spirituality, honoring and incorporating wisdom from other contemplative traditions. Founded as a nonprofit organization in 1973, Shalem offers training in contemplative leadership and personal practices, as well as a community of practice for clergy, spiritual directors, lay leaders, and individuals seeking spiritual growth. Through comprehensive educational programs, events, and resources, Shalem fosters discernment, faithful leadership, and reflective practice. Following the retirement of the prior executive director last year after 10 years of service, the board hired an interim leader to support the transition process and now seeks a permanent successor.

The Executive Director (“ED”) leads, oversees, plans, and monitors all aspects of Shalem’s operations, including its long and short-term programming, financial management, fundraising, core staff and program leader development, communications/PR, and board relations. In partnership with the board, the ED also is responsible and accountable for planning, supporting the larger Shalem community, cultivating strategic partnerships, and promoting equity.

Reporting and Location

The ED reports to a Board of Directors and oversees an administrative team of five full- and part-time staff and a few part-time contractors. The position also oversees dozens of additional program lead contractors. Shalem currently leases office space in Washington, DC; candidates unable to relocate must bring demonstrated skills and proven, positive experience in managing a remote team.

Preferred Qualifications

- *Spiritual Grounding:* Demonstrated commitment to deep personal contemplative practice rooted in the Christian tradition, with appreciation of other traditions; effectiveness as a servant leader driven by spiritual grounding rather than ego, with capacity to lead from reflective practice and prayerful discernment.
- *Management:* Prior experience leading a nonprofit organization or large division/department through a period of organizational evolution or change, having built organizational capacity and provided both strategic and spiritual leadership; experience in developing staff teams in a hybrid work environment.
- *Strategic Planning and Program Development:* Seasoned practice in discernment-shaped strategic planning; experience in program development, quality assurance, and data-driven evaluation, ideally in educational environments with adult learners.
- *Philanthropic and Financial Acumen:* Faithful stewardship of multiple revenue streams and restricted funds; history of generating philanthropic revenues, particularly in major donor development, and experience building and supporting a staff development function; familiarity with grant-writing and grant management.
- *Governance:* Experience working with and supporting a nonprofit board of directors.
- *Communication:* Exceptional verbal and written communication skills, with well-developed listening skills and proven ability to present to diverse audiences.
- *Equity and Community:* Demonstrated commitment to justice, reconciliation, and cultivating communities that honor diversity of race, culture, gender, age, and life experience, with experience supporting BIPOC and other marginalized communities.
- *Personal Characteristics:* High emotional maturity, intelligence, and diplomacy; capacity to hold tension and live with ambiguity; collaborative, inclusive decision-making style; innovative, creative thinker; organized, able to manage multiple priorities; strong sense of integrity with openness to where Shalem is being called.

The annual compensation for this position is \$130-160K, commensurate with experience, plus benefits.

To Apply

Submit resume -- *with cover letter that speaks to interest in position and motivation for applying* -- to resumes@stammconsultancy.com. **Applications received by 5-22-26 will be given priority.** Those invited for an interview will receive a broader position summary in advance. Shalem is an Equal Opportunity Employer.