

2024-2025 Leadership Institute for Executive Directors Program Overview

MANP's *Leadership Institute* offers current nonprofit executive directors at any point in their careers dedicated time and space to reflect, set goals, and develop plans to not only strengthen their leadership, but to catalyze cultures of learning and shared leadership within their organizations.

The curriculum is rooted in leadership development best practices and a commitment to practical application. Participants will:

- develop a personal leadership vision;
- sharpen their ability to recognize and build on the strengths of themselves and others;
- practice coaching skills for developing the next generation of leaders;
- strengthen team leadership skills; and
- plan a learning strategy for themselves and their organizations.

The ultimate goal of *Leadership Institute* is to increase the ability of each participant to shape and guide strong, adaptable organizations that are respected partners in creating, sustaining and improving Maine's quality of life.

"The MANP Leadership Institute is the best thing I have ever participated in for professional development. I not only have been able to set goals and achieve them, but chart a course for continued improvement of my skill set as a leader and manager. I have also made incredible connections to my peers in the Maine nonprofit community and was able to see that we all share many the same struggles and concerns."

-2021-2022 LI Participant

Format + Schedule

This nine-month hybrid program **begins and ends with 2-day, in-person retreats**. In the months between, there are **virtual meetings** and **one-on-one coaching sessions** for each participant.

One-on-one coaching is scheduled to meet participant calendars and preferences during the time periods noted below and take place virtually.

Opening Retreat In-Person	Thurs + Fri, September 26 + 27, 2024	Schoodic Institute
One-on-one Coaching 1	September 30-October 18, 2023	
Virtual Session 1	Thurs, October 31, 2024	9am to 12pm
One-on-one Coaching 2	December 1-December 20, 2024	
Virtual Session 2	Thurs, January 23, 2025	9am to 12pm
One-on-one Coaching 3	January 27-February 14, 2025	
Virtual Session 3	Thurs, March 20, 2025	9am to 12pm
One-on-One Coaching 4	March 24-April 11, 2025	
Closing Retreat In-Person	Thurs + Fri, May 8 + 9, 2025	Schoodic Institute
One-on-One Coaching 5	May 12-May 30, 2025	

Time Commitment + Pre-Work

- Participating in the Leadership Institute requires a serious investment of time from all participants. **Participants are expected to attend all sessions and complete all pre-work** to ensure a meaningful learning experience for everyone in the group. **Full participation in the September opening retreat is mandatory.**
- **Nonprofit Leadership 360 Feedback Assessment:** The purpose of the 360-feedback process is to help participants understand their relative leadership strengths and development opportunities.
 - Participants are provided with an individualized link through which the assessment will be completed by the participant and, ideally, a minimum of 6 respondents including board members, staff, volunteers, and other colleagues. This assessment has a total of 60 questions and should take no longer than 15-20 minutes to complete.
- **CliftonStrengths Assessment:** This online assessment measures an individual's natural patterns of thinking, feeling, and behaving. Participants will discover which talents they rely on to build relationships, think strategically, execute plans, and influence others to accomplish goals. Participants are provided with a web link and individual code to complete this assessment.

Cost of Program

Leadership Institute fee is \$2,750 for MANP members and \$3,250 for nonmembers. Applicants whose organizations are not members are encouraged to join (check your membership status [here](#)).

The program fee includes all materials, assessments and approximately 60 hours of in-person retreats, virtual meetings and private coaching. **Please note: travel expenses to and from in-person retreats and any lodging costs before, during, or after sessions are not covered by tuition.**

MANP works to ensure cost is not a barrier for anyone accepted into the program and offers financial assistance and payment plans, which can be requested as part of the application process.

Important Program Deadlines

- ▶ **May 24:** Applications Due
- ▶ **Week of June 24:** All applicants notified whether they have been accepted to the program
- ▶ **By July 12:** Participants confirm participation
- ▶ **By July 26:** For those accepted, a nonrefundable deposit of \$250 is due
- ▶ **By August 9:** Pre-work sent to participants, including instructions on how to complete assessments
- ▶ **August 23:** Deadline to complete the Nonprofit Leadership 360 Assessment
- ▶ **September 12:** Tuition due in full (**If tuition deadline presents a barrier, a payment plan can be arranged at time of acceptance*)
- ▶ **September 26 + 27:** Opening retreat at Schoodic Institute in Winter Harbor

Questions?

We are here to help! Get in touch with Katrina Ruffner, Director of Education, at 207-352-3440 or KRuffner@NonprofitMaine.org.

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