



165 Lakeview Drive, Highland Lake, NY 12743 Office (845) 456-0214 www.koinoniany.org

NOTICE OF VACANCY – EXECUTIVE DIRECTOR

ABOUT KOINONIA

Koinonia is a camp situated on 1,200 acres of pristine forest in the Catskill Mountains of New York, on the land of the Munsee (Minisink) in Lenapehoking, the Lenape homeland. For over 50 years, Koinonia has ministered to Lutheran congregations in New York, New Jersey, and Pennsylvania, to the staff and volunteers who have grown through their service to others, and to the local community.

Mission

Koinonia is where God transforms and prepares people in an outdoor environment to love and serve one another.

Vision

A flourishing outdoor community that cultivates transformation and ripples peace and reconciliation to the world.

Core Values

- Spiritually Centered
- Sustainable
- Collaborative
- Inclusive
- Reconciling
- Ecologically Active

POSITION OVERVIEW

Position: Executive Director effective September 1, 2026

Responsible to: Board of Directors of the Martin Luther Camp Corporation

The Executive Director is responsible for developing, following, and implementing the camp's mission, vision, and values and for providing leadership in the areas of strategic planning, financial management, fundraising and development, promotion and outreach, administration and human resources management.

AREAS OF RESPONSIBILITY

Strategic Planning

Work with the Board and Staff to:

- Set clear vision and direction for the camp including oversight of the strategic planning process, implementation of the camp's strategic plan, and identification of measurable outcomes.
- Provide regular (at least quarterly) updates on progress to goals supported by data analytics.
- Provide leadership in the area of Lutheran theology and programming.
- Interpret and implement the mission statement, strategic plan, and programs to accomplish the camp's mission.
- Participate in and report on committee, team and task force meetings.

Financial Management

Work with the Board Treasurer and Finance Committee to:

- Create and manage the annual budget.
- Oversee the financial operations of the camp and ensure that sound management practices are followed.
- Provide accurate and up-to-date financial statements available for each regularly scheduled Board meeting.
- Manage and hold accountable the accounting and business services consultant.
- Participate in bidding process for all capital projects with the Property Team.
- Manage and evaluate insurance coverage.

Fundraising and Development

- Supervise the Development Director, including working with the Development Director to:
 - Create and implement a strategy for fundraising to include annual gifts, planned gifts, and endowment gifts.
 - Plan, oversee, and implement successful capital campaigns.
 - Manage donor recognition events.
- Cultivate and manage donor relationships.
- Oversee all fundraising, grant writing and grants management (individuals, foundations, corporations, local government).

Promotion and Outreach

- Actively promote Koinonia's year-round programming through public relations, speaking, and communication with pastors, delegates, user groups, campers, and other guests.
- Ensure Koinonia is represented at local Synod (ELCA Metro NY, NJ, NEPA; LCMS Atlantic District) and ELCA Events, LOM conferences, and any other meetings/events at the Board's request.
- Work with the Marketing Director to prepare written material that is distributed on a regular basis including monthly newsletters, marketing emails, etc.

Administration and Human Resources Management

- Recruit and hire all full-time and part-time permanent staff, and train, supervise, and evaluate the Associate Director, Development Director, Office Manager and any other direct reports, subject to Koinonia's policies and in compliance with all applicable federal, state, and local employment laws.
- Serve as chief administrator and carry out all policies including personnel policies, risk management and plans for safety.
- Conduct staff meetings at least quarterly, and conduct any other training sessions as needed to foster personnel growth and skills.
- Create an atmosphere which promotes Christian values and good staff morale.
- Work with the Board President and/or Executive Committee to:
 - Prepare Board Meeting agendas and Board training.
 - Develop short-term and long-term strategic plans to be approved by the Board.
 - Attend all Board of Directors meetings and present a written report.

- Prepare a monthly Executive Director report for the Board.
- Prepare reports for the Annual Meeting in February.
- Provide data analytics to support plans and reports.

Other Duties

- At the direction of the Board, perform other tasks, duties, and responsibilities needed to further the mission and ministry of Koinonia.

Evaluation

- Performance review and salary/benefits review will be conducted annually.

QUALIFICATIONS

Education

- Bachelor's degree or higher in a relevant area of study required.
- Advanced studies in ministry, theology, and/or nonprofit management preferred.

Experience

- Eight or more years of relevant experience required, including four or more years of experience in leadership and management of programs and staff.
- Experience in strategic planning, financial management, fundraising and development, promotion and outreach, administration and/or human resources management preferred.

Theology

- A committed Christian who accepts and lives by the Confessions of Faith of the ELCA and has the ability to share their faith with others in a variety of settings and using various methods required.
- An active member of the ELCA preferred.

Other Qualifications

- Demonstrate an understanding of and passion for outdoor ministry.
- Clearly and effectively communicate orally and in writing.
- Effectively use computer and internet technology.
- Are relational and work well with people.
- Practice discernment, honesty, and integrity.
- Possess a valid driver's license and all required background clearances.

- Can travel to perform promotion/outreach, recruitment, and development duties.
- Can perform duties on Koinonia's rugged outdoor terrain.

COMPENSATION AND BENEFITS

Salary

- Annual salary of \$80,000-\$95,000 depending on experience.
- 2 days off per week, determined by camp schedule.

Benefits

- 4 weeks paid vacation and paid national holidays.
- Health, life, and long-term disability insurance.
- 6% of salary deposited in a retirement account.
- Travel/professional expenses.
- 12 holiday days to use on holidays or if working on the holiday, for another day.
- Paid Sabbatical every 5 years.
- Professional development opportunities including attendance at Lutheran Outdoor Ministry (LOM) conferences/training events and attendance at other courses as relevant.
- Housing on site or a housing stipend available.

HOW TO APPLY

Qualified applicants must e-mail a cover letter, resume/curriculum vitae, references, and writing sample of up to 3 pages to board@koinoniany.org by Friday, July 3, 2026 at 11:59 pm.

Selected candidates may be invited for an in-person tour of Koinonia and/or a virtual interview with the hiring committee.