



A Free Methodist Ministry *Managed by Wabash Conference of the FMC
304 E. County Road 650 South, Clay City, IN 47841

Grant Searcher & Grant Writer

Wabash Park Camp & Retreat Center

Position Title:

Grant Searcher & Grant Writer

Reports To:

Executive Director

Position Summary:

The Grant Searcher & Grant Writer for Wabash Park Camp & Retreat Center (WPC&RC) plays a key role in advancing the mission of providing Christ-centered space for ministry, community connection, and spiritual formation. This position identifies, researches, and secures grant funding to support the camp's ongoing development, facilities improvements, program growth, and long-term sustainability. The Grant Searcher & Writer crafts compelling proposals that clearly communicate the impact of WPC&RC's ministry and strategic vision.

Key Responsibilities

1. Grant Research & Identification

- Conduct ongoing research to identify federal, state, foundation, faith-based, and corporate grant opportunities that align with WPC&RC's mission and development goals.
- Monitor grant databases, denominational resources, philanthropic newsletters, and community networks.
- Evaluate opportunities for fit with camp programs, facilities, ministry initiatives, and capacity.
- Maintain and update a camp grant calendar with deadlines, eligibility requirements, and submission timelines.

2. Grant Writing & Proposal Development

Deana Hayes
Executive Director

Adam Conder
WPC&RC Board Chair

Jen Finley
Superintendent

Mark Hurt
Business Manager

www.wabashparkcamp.org

- Prepare well-crafted letters of inquiry, proposals, narratives, budgets, attachments, and required documentation.
- Collaborate closely with the Executive Director, Facilities Manager, Program Leaders, and Board committees to gather information for proposals.
- Clearly articulate the camp's mission, history, ministry impact, and long-term development vision.
- Tailor each proposal to reflect funder priorities while maintaining consistent ministry-focused messaging.

3. Grant Management & Reporting

- Track all grant submissions, deadlines, reporting requirements, and award status.
- Ensure all funded projects meet grant deliverables and requirements.
- Prepare interim and final narrative reports, data summaries, outcome measurements, and financial documentation in partnership with the Executive Director and Treasurer.
- Maintain accurate, organized grant files for audit and reporting purposes.

4. Funder Stewardship & Relationship Building

- Assist the Executive Director in maintaining positive relationships with foundations, agencies, corporations, and denominational partners.
- Prepare follow-up communication, thank-you letters, ministry updates, and project progress reports.
- Help coordinate funder site visits and provide data or stories that strengthen ongoing partnerships.

5. Internal Coordination & Planning

- Work with financial staff to develop realistic grant budgets and ensure proper tracking of awarded funds.
- Communicate upcoming opportunities and deadlines to internal leaders.
- Participate in long-term planning conversations related to capital projects, youth initiatives, lodging expansion, and ministry programming—ensuring alignment with funding opportunities.

Qualifications

- Bachelor's degree in communications, English, nonprofit management, business, or related field preferred.
- Demonstrated experience researching and writing successful grants (nonprofit or ministry setting preferred).
- Strong written communication, storytelling, and editing skills.
- Ability to interpret grant guidelines, budgets, and compliance requirements.
- Highly organized, detail-oriented, and able to manage multiple deadlines simultaneously.
- Comfortable working independently while collaborating with ministry leaders and staff.

- Familiarity with Christian ministry environments, camp/retreat operations, or faith-based nonprofit work is a plus.

Core Competencies

- Excellent research and analytical skills
- Persuasive writing and message development
- Strategic thinking and ministry alignment
- Time and deadline management
- Strong communication and interpersonal skills
- Confidentiality and integrity in all work
- Ability to translate ministry needs into compelling funding cases

Schedule & Compensation

- Part-time, full-time, or contract-based
- Flexible or hybrid options available
- Occasional evening/weekend work around major deadlines
- Compensation commensurate with experience

Mission Alignment

The ideal candidate is passionate about the ministry of Wabash Park Camp & Retreat Center and committed to strengthening its impact by securing the resources needed to serve families, churches, youth, and the broader community for generations to come.