



McALLISTER & QUINN^{LLC}

Winning Strategies. Proven Track Record.

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McAllister & Quinn Grant Writer, Grant Reviewer, Grant Editor (Contract, Flexible, Remote)

McAllister & Quinn is a consulting firm headquartered in Washington, D.C., that represents approximately 130 clients from a variety of sectors. The firm provides clients with federal and foundation funding support services, strategic business development assistance, and traditional government relations consulting. McAllister & Quinn operates across six main practice areas: [Health Care](#), [Higher Education](#), [Defense & Homeland Security](#), [Advanced Technology](#), [Nonprofits & Public Agencies](#), and [Research Universities & Institutions](#).

McAllister & Quinn is seeking contract grant writers to assist clients in developing proposals to federal and regional and national foundation grant solicitations. Federal solicitations include those from the National Science Foundation, National Institutes of Health, Department of Education, Health Resources and Services Agency, Department of Justice, Department of Defense, Department of Energy, Patient-Centered Outcomes Research Institute, National Endowment for the Humanities, and several other agencies.

Primary Duties and Responsibilities:

- Write (in conjunction with Principal Investigator and McAllister & Quinn project director), review, or edit grant proposals or pre-proposals
- Create proposal response requirement checklist for client
- Create estimated timeline to complete each proposal
- Facilitate (in conjunction with internal project directors) client proposal submission development through weekly project calls and emails
- Provide guidance on client-drafted narratives, milestones, and deliverables

Preferred Candidate Qualifications:

- Excellent writing and editing skills
- Ability to synthesize and accurately summarize lengthy and often complex materials and data
- Strong verbal communication skills via phone, and in interactions with clients
- Positive attitude and self-motivated to learn new information and skills
- Ability to troubleshoot problems when they arise and to work independently
- Bachelor's Degree in relevant/related field preferred
- Experience with federal government proposal preparation
- Understanding of federal government proposal processes a plus
- Experience drafting budgets/budget justifications a plus
- Strong proficiency in Microsoft Office programs, experience in MS SharePoint a plus

Compensation:

- Commensurate with experience.
- Per proposal rate.

Interested individuals, please send resume or CV in a single PDF file to jbuffinton@jm-aq.com.