McAllister & Quinn Federal Affairs Director

McAllister & Quinn is a federal government relations and grants consulting firm headquartered in Washington, D.C. We offer our 130+ clients a unique blend of strategic government relations and comprehensive grant consulting. We succeed for our clients because we are relentless, entrepreneurial, creative, and strategic. We focus on outcomes and we emphasize strong internal communication and team work. At M&Q we invest in people and provide opportunities for internal and external professional development, mentoring, and a culture that encourages learning on the job. We are looking for an articulate, outgoing, team player to join our firm as an entry level full time staff with growth potential and a chance to learn to do something new every day.

The Federal Affairs Director will report directly to a firm Vice President and work with other team members across the full spectrum of our service areas.

 Primary Duties and Responsibilities:

- Report to and work directly with firm Vice Presidents to research, develop, plan, and execute federal government relations and grant seeking strategies.
- Conducting substantive issue/topic area research, analysis of federal budget justification documents and appropriations bills, as well as related legislative and federal policy matters.
- Assist in crafting update memos and newsletter for clients in specific sectors suitable for dissemination with light supervisory review.
- Independently coordinate the work with outside consultants on specific work products.
- Coordinate substantive interactions with Congressional and federal agency offices.
- Assist in developing client presentations including webinars on client relevant subjects.
- Independently analyze federal grant programs and over time develop a sufficient level of knowledge to serve as a subject matter expert on those programs for clients.
- Work directly with clients and external contractors to project manage federal grant seeking efforts.
- Coordinate client work with other firm staff and subject matter experts.
- Handle short deadline research projects with strong attention to detail.
- Occasional travel outside Washington, DC area (less than 10%)

Candidate Qualifications:

- 2-3 years of applicable professional experience with a preference for government relations and/or federal grants experience
- Experience with homeland security, defense, and/or environmental policy issues is a plus
- Familiarity with Congress, federal appropriations, the legislative process is desired
- Superior candidates will have some familiarity with federal grant seeking
- Self-starter who can organize their time to add value to the team with light supervision
- Superior writing and editing skills
- Ability to synthesize and accurately summarize lengthy and complex materials
- Strong verbal communication skills via phone, email, and in personal interactions
- Flexible mind able to work on multiple issues in different areas in a single day, every day
- Comfortable researching new topics, gathering information, and distilling research into useful preliminary recommendations on short timeframes
- Detail oriented with strong project management and planning skills
- Strategic, creative, entrepreneurial, service oriented, and adaptive professional mindset
- Ability to troubleshoot problems when they arise and to work independently
- Very strong proficiency in Microsoft Office, Adobe, Constant Contact, and internet research
- Minimum of Bachelor's Degree with a preference for policy oriented field

Compensation & Benefits:

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday
- Competitive 401(k), healthcare and dental plans
- Salary will be commensurate with experience
- Flexible vacation and leave policy

Interested individuals, please send cover letter and resume in a single PDF file to kwhite@jm-aq.com.