



MCALLISTER & QUINN^{LLC}

Winning Strategies. Proven Track Record.

1030 15th Street, NW, Suite 590 West | Washington DC 20005 | phone (202) 296-2741 | fax (202) 296-2751

McAllister & Quinn Higher Education Fellow

McAllister & Quinn is a grants and government relations consulting firm headquartered in Washington, D.C. We offer our 130+ clients a unique blend of strategic government relations and comprehensive grant and private foundation consulting. Services range from identifying and qualifying funding opportunities that match our clients' needs to assisting with the application process, up to and including full grant writing services from our extensive network of grant writing professionals. 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 Higher Education Fellow will report directly to a Director within the Higher Education Practice and work with other team members across the full spectrum of our service areas.

Primary Duties and Responsibilities:

- Assisting Directors and Managing Directors with client and project management, identifying strong funding opportunities that fit each client's unique needs, and maintaining up-to-date records, materials, and memos
- Conducting substantive issue/topic area research related to trends, and priorities of client institutions, analysis of federal budgets, and appropriations, as well as related legislative and federal policy matters
- Concisely summarizing relevant information for staff and client briefings
- Creating organizational profiles for business development purposes
- 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.
- Performing data and narrative analysis to determine federal agency trends in selected grant competitions and awards, as well as best practices in grant preparation

Candidate Qualifications:

- Excellent writing and editing skills
- Ability to synthesize and accurately summarize lengthy and often complex materials
- Strong verbal communication skills via phone, and in personal 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
- Strong proficiency in Microsoft Office Suite programs, and Adobe
- Minimum of Bachelor's Degree

Compensation & Benefits:

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday.
- Fellows accrue sick leave at the rate of 1 hour per 43 hours worked capped at five (5) paid days per year.
- Compensation will be \$15.00 per hour, less applicable taxes and withholdings.
 - Fellows may elect to withhold employee-directed transit benefits through our WMATA SmartBenefits or My Commuter Check programs

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