



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 Non-Profit Practice Fellowship

McAllister & Quinn is a consulting firm headquartered in Washington, D.C., that represents approximately 130 clients from a variety of sectors including higher education, nonprofits and healthcare. McAllister & Quinn offers a unique blend of strategic government relations services and comprehensive grant and private foundation consulting to help our nonprofit and governmental clients achieve their goals and increase and diversify their funding. 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.

In addition to routine administrative support, fellows typically:

- Conduct substantive issue/topic area research and analysis on legislative and policy matters.
- Prospect for federal and foundation funding opportunities and synthesize relevant information for staff and client briefings.
- Assist in the preparation for, as well as attend Congressional hearings/meetings, and federal agency meetings.
- Produce summaries and analyses of attended events.
- Assist with fundraising events.

Candidates must have a strong work ethic, excellent written and oral communication skills, strong attention to detail, and a positive learning attitude. Candidates should be self-motivated to learn new issues, able to troubleshoot problems when they arise; and work independently after the initial training period. A college degree is required. Proficiency in Microsoft suite programs, Adobe, and Internet applications are necessary.

Pay & 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 of sick leave per calendar 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 program for pre-tax dollars to be loaded to the SmarTrip metro cards for Metro Rail, Metro Bus and Metro Parking costs.