



# McALLISTER & QUINN<sup>LLC</sup>

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 Director of Grants

McAllister & Quinn is a federal and foundation grants consulting, and government relations firm headquartered in Washington, D.C. We offer our 140+ clients a unique blend of comprehensive grant consulting, strategic advising, and government relations services. We focus on outcomes and we emphasize strong internal communication and team work. At M&Q we invest in individuals and provide opportunities for internal and external professional development, mentoring, and a culture that encourages learning on the job.

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

### Primary Duties and Responsibilities:

- Report to and work directly with firm Vice Presidents to research, develop, plan, and execute grant seeking strategies for clients.
- Assist in crafting memos, presentations, and other client deliverables within a client's scope of service.
- Act as lead point of contact for diverse range of non-profit, higher education, and healthcare clients.
- Identify grant opportunities that align with client's interests, needs, and capacity on an ongoing basis
  - Research and monitor competitive federal and foundation grants
  - Research prior grant awardees and organization funding history
  - Liaise with Program Officers
- Independently coordinate work with consultants and clients to project manage grant seeking activities.
  - Project manage grant submission from kick-off through submission, including leading weekly calls and managing grant writers, editors, and reviewers
  - Provide client guidance and feedback on proposal
- 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.
- Perform data and narrative analysis to determine federal agency trends in selected grant competitions and awards, as well as best practices in grant preparation
- Provide support on strategic government relations
- Conduct substantive issue/topic area research, analysis of federal budget justification documents and appropriations bills, as well as related legislative and federal policy matters.
- Create profiles for target organizations, and manage logistics for business development.
- Occasional client-related or business development travel outside the Washington, DC area (less than 10%)

**Candidate Qualifications:**

- Strong writing, organizational, and inter-personal skills
- Flexible mind able to work on multiple issues in different areas in a single day
- Comfortable researching new topics, and distilling research into useful client recommendations
- Detail oriented with strong project management and planning skills
- Strategic, creative, entrepreneurial, service oriented, and adaptive professional mindset
- Ability to simultaneously manage multiple projects while developing quarterly outlooks for future projects
- Non-profit, foundation, or federal agency experience preferred
- At least 3 years of relevant experience

**Compensation and Benefits:**

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday
- Competitive 401(k), healthcare, and employee-directed dental and transit benefits
- Base salary will be between \$65,000 - \$85,000, 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](mailto:kwhite@jm-aq.com).