



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

Winning Strategies. Proven Track Record.

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## McAllister & Quinn Advanced Technology Practice Fellow

McAllister & Quinn is a grants, government relations, and business development consulting firm headquartered in Washington, D.C. We offer our 130+ clients a unique blend of strategic government relations and comprehensive grant and business development consulting. McAllister & Quinn's Advanced Technology Practice helps universities and for-profit entities to secure business development opportunities, government procurement, and research and development (R&D) funding for cutting edge technologies. We have a strong track record leveraging millions of dollars in public funding support to help clients achieve their innovation and commercialization goals. We are looking for an articulate and outgoing team player to join our practice as a full-time fellow for a one-year period. This position has the possibility for advancement to a full-time position following the year fellowship. The Advanced Technology Fellow will report directly to the Director of Federal Affairs within the Advanced Technology Practice and work with other team members across multiple M&Q practice areas.

### Primary Duties and Responsibilities:

- Assisting the Director of Federal Affairs and Vice President with research to support client and project management, identifying 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, analyses of federal budgets and appropriations, as well as related legislative and federal policy matters
- Concisely summarizing relevant information for staff and producing client briefings
- Creating organizational profiles and other materials for business development purposes
- Various administrative tasks as assigned

### Candidate Qualifications:

- Excellent writing and editing skills
- Strong verbal communication skills
- Ability to synthesize and accurately summarize lengthy and often complex materials
- Positive attitude and self-motivated to learn new information and skills
- Ability to troubleshoot problems and work independently
- Strong proficiency in Microsoft Office Suite programs, willing to learn additional programs
- Interest in science & technology policy
- Minimum of a Bachelor's Degree required

### 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 Smart Benefits or WageWorks Commuter Transit Benefit programs
  - Fellows are eligible to participate in medical, dental, vision, and healthcare FSA and HSA options

Interested individuals, please send cover letter and resume in a single PDF file to Jake Parduhn, at [jparduhn@jm-aq.com](mailto:jparduhn@jm-aq.com).