



MCALLISTER & QUINN^{LLC}

Winning Strategies. Proven Track Record.

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McAllister & Quinn Higher Education Research Analyst

McAllister & Quinn is a consulting firm headquartered in Washington, D.C., that represents over 150 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 higher education 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.

Primary Duties and Responsibilities:

- Assisting Directors and Managing Directors with client and project management, identifying strong funding opportunities that fit each institutions unique needs, and maintaining organized and accurate records, materials, and memos
- Conducting substantive issue/topic area research related to trends, interests, and priorities of higher education 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
- Performing data and narrative analysis to determine federal agency trends in selected grant competitions and awards, as well as best practices in grant preparation
- Client Workshop and Webinar coordination: scheduling, organizing, and assisting with hosting faculty and staff development webinars and workshops in Washington, D.C., including identifying/confirming speakers, content, materials, and logistics

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 suite programs, Adobe, and Internet
- Minimum of Bachelor's Degree in relevant/related field
- Superior candidates will have some familiarity with federal grant seeking

Compensation & Benefits:

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday
- Competitive 401(k), healthcare, vision, and dental plans, salary 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.