



McALLISTER & QUINN
Winning Strategies. Proven Track Record.

Grants Network Manager

McAllister & Quinn Background

McAllister & Quinn is a federal government relations and grants consulting firm headquartered in Washington, D.C. We offer our 150+ clients a unique blend of strategic government relations and comprehensive grant consulting. We succeed for our clients because we are relentless, entrepreneurial, creative, and strategic. We focus on outcomes and we emphasize strong internal communication and team work. At McAllister & Quinn we invest in people and provide opportunities for internal and external professional development, mentoring, and a culture that encourages learning on the job.

The firm provides clients with federal and foundation funding support services, strategic business development assistance, and traditional government relations consulting. McAllister & Quinn operates across six main practice areas: [Health Care](#), [Higher Education](#), [Defense & Homeland Security](#), [Advanced Technology](#), [Nonprofits & Public Agencies](#), and [Research Universities & Institutions](#).

Position Description

McAllister & Quinn is looking for someone to help manage its growing number of freelance grant writing consultants. Duties include:

- New consultant recruitment and onboarding
- Consultant training and professional development
- Writing and distributing quarterly consultant newsletter
- Working with McAllister & Quinn staff to match consultants with client grant projects
- Troubleshooting when writing team is not meeting the expectations of the client
- Managing the firm's SharePoint database of information on McAllister & Quinn grant writers and projects and assisting writers and internal staff with any problems they may face with this platform

Candidate Qualifications

- 2-3 years of work experience preferably in a development office or in an academic setting
- Strong skills in database management; SharePoint experience a plus
- Grant writing experience a plus
- Highly organized
- Comfortable handling conflict and price negotiation, assertive
- Comfortable in a fast-paced environment
- Entrepreneurial
- Excellent people skills