



## Position description for **DIRECTOR OF GRANTS AND FEDERAL AFFAIRS** Healthcare & Research Universities and Institutions Practices

### About McAllister & Quinn

McAllister & Quinn is a federal and foundation grants consulting, and government relations firm headquartered in Washington, D.C. We offer our 160+ clients a unique blend of comprehensive grant consulting, strategic advising, and government relations services. Specifically, McAllister & Quinn provides our clients the knowledge and skills to seek federal and private foundation grant opportunities that strategically fit their organization's priorities. We support clients' efforts to craft competitive applications, assist in developing or increasing funding streams through the congressional appropriations process, and facilitate public-private and international partnerships that furthers our client's mission.

### Primary Duties and Responsibilities

The Director will report directly to the Team Lead and Managing Directors in the **Health Practice** and **Research Universities and Institutions Practice** to support the execution of grant seeking strategies for clients within these practice areas. The Director will provide research support to the client handlers, and will work with other team members across the firm's other core practice areas as appropriate.

The Director will be expected to deliver quality results with strong attention to detail in a fast-paced environment with fixed deadlines. The Director will help maintain solid professional relationships with firm clients and will emphasize and focus on customer service. The Director is also expected to have a proactive problem-solving mentality, positive attitude, confident presentation skills, and diligent client interaction capabilities.

Responsibilities include, but are not limited to:

### Client relations, General administrative

- Support Managing Directors and Directors to prepare for regular updates with client points of contact. This may include scheduling; developing agendas and preparing client team for monthly leadership calls; preparing materials for annual updates; scheduling meetings across multiple calendars and time zones; etc.
- Report to and work directly with Managing Directors to assist with research, development, planning and execution of grant seeking strategies for clients for the firm's Health Practice and the Research Universities and Institutions Practice.
- Collaborate and communicate effectively with team members to share information and learn from others.
- Lead document management efforts, including performing regular and timely updates.
- Occasional client-related travel outside of Washington, D.C. will be required.
- Assist with business development activities.



## Strategic research support

- Prospect for grant opportunities and create tailored and strategic research plans for clients based on their interests and needs, and capacity. Obtain and retain extensive working knowledge of the most client-relevant federal grant programs across agencies such as DOE, NSF, NIH, NASA, DoD, DOT, EDA, USDA and others.
- Conduct comprehensive scientific literature searches / reviews to support Managing Directors with client project ideation and ongoing project refinement. Analyze and develop summary reports on key findings.
- Collect, synthesize, analyze, manage, and report life / natural / engineering science research, grant and legislative trends. Track appropriations and authorizing legislation for federal research and development programs. Develop in-depth technical analyses of current and forecasted funding opportunities.

## Project management and grant writing

- Assist in coordinating concept paper reviews, feedback and reporting to client.
- Assist in the coordination and management of client training cohorts, including managing activity timelines, monitoring participant deliverable requests and supervising communications.
- Assist in coordinating and managing proposal development teams (e.g. subject matter experts, generalists, grant writers and reviewers, copy editors, scientific illustrators, etc.). Some projects may propose budgets > \$20 M.

## Minimum Requirements and Qualifications

- Must have a four-year baccalaureate degree in the life / natural / engineering science fields or related. Master's degree preferred.
- Three to five years of prior work experience. Special consideration will be given to professionals that have worked in an academic research setting. Non-profit, foundation, or federal agency grant making experience a plus.
- Strong knowledge of the scientific method and research methods in the life / natural / engineering science fields or related.
- Superior research skills, including: critical thinking; problem solving; synthesizing; and initiative.
- Excellent writing, organizational, communication, and inter-personal skills; including the ability to report and deliver information to diverse audiences.
- Superior attention to detail, independence and strong project management and planning skills.
- Excellent computer skills in Microsoft Office Suite, including PowerPoint; Excel; Word; Outlook.
- Familiarity with meeting software, including GoToMeeting; WebEx; Blue Jeans; Zoom; Skype for Business.
- Experience with project and database management software, such as SmartSheet; Microsoft Project, Adobe Systems / Acrobat a plus.
- Knowledge, background with data visualization principles, tools and techniques a plus.
- Language requirements: English

## Compensation and Benefits

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday.
- Competitive 401(k), healthcare, dental, long-term disability and employee-directed vision, dependent care FSA, Healthcare HSA/FSA, and transit benefits.
- Salary consideration will be commensurate with experience.
- Flexible vacation and leave policy.

## Application Instructions

Please submit a detailed letter of application that speaks to your qualifications and experience as they pertain to the position, as well as a current resume in a single PDF file to Katherine White at [kwhite@jm-aq.com](mailto:kwhite@jm-aq.com).

