



McAllister & Quinn, LLC

## Consultants Needed: Grant Writers, Reviewers, and Editors

### About McAllister & Quinn

McAllister & Quinn is a federal and foundation grants consulting firm headquartered in Washington, D.C. We provide our clients the knowledge and skills to seek federal and private foundation grant opportunities that strategically fit their organization's priorities.

We are looking for additional grants consultants to serve in the McAllister & Quinn Grants Network. McAllister & Quinn consultants work remotely and are paid on a per-project basis. Our consultants work in many different roles based on their interests, background and capacity and over a plethora of topics throughout our practice areas including Higher Education, Nonprofits, Healthcare, and Advanced Technology.

### Primary Roles

We're looking for grant professionals with strong leadership, collaborating, and organizational skills who may be interested in any of the following roles:

#### Lead Writer:

- Work collaboratively with the M&Q director to obtain necessary information and compose written narrative and other sections of the application as agreed upon.
- Lead weekly calls over an approximated 6-10 week period with M&Q Director and client Principal Investigators (PIs) to solidify project objectives, improve draft proposals and compose a compelling narrative

#### Reviewer:

- Review proposal within 2-3 days to evaluate application's strengths and weaknesses and provide recommendations for improvement
- Ensure entire application package is compliant with solicitation requirements
- Provide subject matter expertise when applicable

#### Copy Editor:

- Scrutinize final draft for typos, grammar, and readability via Track Changes typically with a 1-2-day turnaround

### Qualifications

- Bachelor's degree or equivalent background with a minimum of five years of professional grant writing and award administration required; Advanced degree or PhD a plus
- Experience with NSF, NEH, NIH, DOD, DOJ, HRSA, SAMHSA, and DoED proposals strongly preferred
- Ability to interpret funder documents and synthesize client information to fully respond to the solicitation
- Effective verbal and written communication
- Demonstrated experience in leading and managing complex projects
- Ability to work in a fast-paced environment with minimal supervision while adhering to specific deadlines

