



## McAllister & Quinn, LLC

# Business Development Manager

### Job Description

McAllister & Quinn is a federal and foundation grants consulting and government relations firm headquartered in Washington, D.C. We offer our 150+ 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 in crafting competitive applications; developing or increasing funding streams through the congressional appropriations process; and facilitating public-private and international partnerships that further their mission.

### Business Development Manager

**Responsibilities.** The Business Development Manager will work closely with firm vice presidents and partners to help meet the company's aggressive business development goals. The Business Development Manager will report to the VP of Operations. Primary duties will include:

- Helping acquire, rollout, and manage the firm's CRM and oversee lead generation process—acting as an internal champion and advocate for CRM adoption and utilization
- Assisting with lead follow up and lead management
- Coordinating with Vice President teams to develop and manage targeted marketing/digital campaigns and evaluating the effectiveness of the marketing campaigns
- Assisting in the development of a new website in partnership with outside consultants and managing the firm's website content daily
- Developing and maintaining a social media strategy to increase firm visibility and website traffic
- Responding to RFPs with team support, ensuring compliance, effectiveness and quality
- Developing firm marketing and business development materials with internal teams and outside consultants
- Coordinating and assisting with the firm's presence at various industry conferences including identifying events, coordinating logistics and helping set up and conduct business development meetings and speaking engagements
- Helping maintain and manage the firm's business development referral consultants

### Requirements.

- Bachelor's degree
- 5 years of experience in business development and/or marketing field
- Experience managing Salesforce
- Experience with marketing/digital campaigns
- Experience helping manage a website and social media presence
- Experience in professional services a plus
- Excellent people skills
- Highly organized
- Comfortable in a fast-paced environment
- Entrepreneurial and assertive



## Compensation.

- Salary commensurate with experience
- Eligible for performance based bonus and raise annually
- Unlimited vacation days + Federal holidays
- Benefits package includes: Health, dental, and vision insurance, dependent care FSA, Healthcare FSA/HSA, pre-tax employee funded commuter benefits, EAP access, 401(k), Roth 401(k) and defined benefit pension plan, employer funded long term disability insurance

