



MCALLISTER & QUINN
Winning Strategies. Proven Track Record.

McAllister & Quinn, LLC Grants Network Director

About McAllister & Quinn

McAllister & Quinn (M&Q) 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 to craft competitive grants 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

McAllister & Quinn is looking for someone to help manage and train its 250+ freelance grants consultants who make up the M&Q Grants Network. The Director will report directly to the Vice President of Operations and will work with the Grants Network Manager and other members across the firm's five core practice areas.

Specific responsibilities include:

- Helping develop the overall strategy for growth and quality assurance of the Grants Network
- Leading recruitment efforts for new grants consultants and subject matter experts to fill needs of the practices
- Onboarding and training new grants consultants and integrating them within our network
- Development of a formal training program for new grants consultants around best practices in grant writing, project management and professionalism
- Development of a formal mentoring and shadowing program for new grants consultants
- Development of stronger policies and procedures around grants consultant engagement
- Development and implementation of a stronger feedback system for grants consultants to ensure quality and customer satisfaction
- Troubleshooting when writing team is not meeting the expectations of the client

Minimum Requirements and Qualifications

- Must have a four-year baccalaureate degree
- 5-10 years of prior work experience; special consideration will be given to professionals that have worked in Development Office or in a talent management role
- Strong organizational and inter-personal skills
- Detail-oriented with strong planning and implementation skills
- Entrepreneurial, strategic, creative, service-oriented, and adaptive professional mindset
- Comfortable handling conflict and price negotiation, assertive
- Comfortable in a fast-paced environment with fixed deadlines
- Grant writing experience a plus
- Experience with SharePoint and managing data a plus



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

