



McALLISTER & QUINN
Winning Strategies. Proven Track Record.

Research Analyst

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McAllister & Quinn, LLC
Research Analyst
Healthcare and Research Universities Practice Areas

About McAllister & Quinn, LLC

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 in crafting competitive applications; developing or increasing funding streams through the congressional appropriations process; and facilitating academic, public-private and international partnerships that further their mission.

Research Analyst

The Research Analyst (RA) will support the execution of grant consulting and strategic activities for clients within the practice area. The RA will provide research support to the client handlers within the Healthcare and Research Universities and Institutions practice areas and will work with other team members across the firm's core practice areas as appropriate. The RA will be expected to deliver quality results with strong attention to detail in a fast-paced environment with fixed deadlines.

Specific responsibilities include, but are not limited to:

- Report to and work directly with Managing and Executive Directors to assist with research, development, and execution of grant seeking strategies for clients.
- Provide research, and agency monitoring support for the team, including client and project management.
- Provide administrative support for the team, including client and project management, maintaining organized and accurate records, and assisting with document management and maintenance across practice areas.
- Assist in the creation and delivery of grantsmanship workshops, webinars, and other trainings.
- Assist with business development activities, including developing profiles of potential clients, preparing pitch materials, and crafting proposals.
- Prospect for grant opportunities and support tailored strategic research plans for clients based on their interests.
- Obtain and retain working knowledge of the most client-relevant federal grant programs across agencies such as DOE, NSF, NIH, NASA, DoD, DOT, EDA, DOC, EPA, USDA and others.
- Conduct and summarize comprehensive scientific literature searches / reviews to support team members with client project ideation and ongoing project refinement.
- Track and analyze legislative trends and legislation for federal research and development programs.

Candidate Qualifications

- Minimum of Bachelor's Degree with a preference for medical, life science, or physical science fields.
- Comfortable with academic literature language on various health topics.
- Superior writing and editing skills, detail oriented with strong project management and planning skills.
- Self-starter who can organize their time to add value to the team.



- Ability to synthesize and accurately analyze complex materials.
- Positive attitude and strong verbal communication skills via phone, email, and in person interactions.
- Flexible mind able to work on multiple issues in different areas in a single day.
- Creative, service oriented, and adaptive professional mindset able to independently troubleshoot problems.
- Very strong proficiency in Microsoft Office, with focus on Outlook, Excel, Word, PowerPoint, and Teams.
- Knowledge, background with data visualization principles, tools, and techniques a plus.
- Knowledge, background in academic intellectual property management or technology transfer a plus.
- Superior candidates will have some familiarity with federal grant seeking.
- Language requirements: English

Compensation & Benefits:

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday
- Competitive 401(k), medical, vision and dental insurance plans, commuter benefits, healthcare HSA/FSA options, company-funded long-term disability insurance
- Salary will be commensurate with experience
- Flexible vacation and leave policy

Practice Leadership



Andrew Quinn, Managing Partner. Andy Quinn is a founding partner of McAllister & Quinn and manages a unique portfolio of clients, including hospitals and health systems, higher education institutions, associations, and public and private corporations. Prior to founding McAllister & Quinn in 2004, Andy worked for nearly 10 years on the staff of Congressman Steny Hoyer (D-MD), the current House Majority Leader. Through his work on Capitol Hill, Andy developed close relationships with Members of Congress and senior Executive Branch officials throughout the Federal government.



Kelly Seyed, Ph.D., Managing Director, Team Lead. Dr. Kelly Seyed serves helps clients identify and obtain funding from private foundations and federal agencies to support their institutional projects and programs. Dr. Seyed provides strategic advice to clients and manages all aspects of the grant preparation process, from identification of client needs and capabilities to grant submission.



Melissa A. Dupree, Ph.D., Managing Director. Dr. Melissa Dupree provides technical and strategic advice to clients in the healthcare and life sciences, higher education, advanced technology, and defense-related industries that seek opportunities to enhance funding through federal research and project grants, contracts, and other procurement vehicles. Adept in screening and selecting research and collaboration opportunities, Dr. Dupree is highly sought after for her extensive experience matching client capabilities with federal grant and procurement programs.



Jessica Venable, Ph.D., Executive Director, Research Universities & Institutions Practice. Dr. Jessica Venable has primary responsibility for overseeing the Research Universities & Institutions Practice, in which she strategically addresses the needs of client organizations with high research activity. Drawing on more than 15 years of experience in sponsored research and program management, Dr. Venable provides clients with advice and support to develop relationships, identify appropriate funding opportunities, and apply for funding at federal agencies.

