



Position description for  
**DIRECTOR**  
Research Universities & Institutions Practice

## About McAllister & Quinn

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 our client's 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.

## Context

McAllister & Quinn's Research Universities & Institutions Practice works with public and private research universities, integrated medical research practices, academic medical centers, and other research-intensive organizations to support, expand, and diversify sponsored research activities. M&Q provides an array of research support services to these institutions, including strategic intelligence gathering on key funding opportunities, professional development services, and project execution/proposal development support.

**The new Director will specialize in proposal development, presentations, and strategic advising for a growing client base.** Prior experience managing federal grant proposals, including large, center-level submissions, is valued as is experience working with investigators in the science, technology, engineering and math (STEM) disciplines, among others, as well as interdisciplinary fields. Familiarity with sponsors such as the Department of Defense (DOD), the National Science Foundation (NSF), and the Department of Energy (DOE) is a plus.

## Primary Duties and Responsibilities

The Director will report directly to the Senior Vice President to support the execution of grant seeking strategies for clients within the practice area. The Director will provide direct proposal management guidance to clients and related support 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.

Specific responsibilities include, but are not limited to:

- Support the Senior Vice President to prepare for regular updates with client points of contact. This may include developing agendas and preparing client team for monthly leadership calls; preparing materials for annual updates; etc.
- Report to and work directly with the Senior Vice President to assist with research, development, planning, and execution of grant seeking strategies for clients for the firm's Research Universities & Institutions Practice.
- Lead document management efforts, including performing regular and timely updates.



- Occasional client-related travel outside of Washington, D.C. will be required, including client campus visits and conference participation (<20%).
- Assist in the creation and delivery of grantsmanship workshops, webinars, and other training focused on the primary funders of basic research funding opportunities at NSF, DoD, and DoE.
- Assist with business development activities, including researching and developing profiles of potential clients, preparing pitch materials and crafting proposals.
- 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 client-relevant federal grant programs across agencies such as DOE, NSF, NIH, NASA, DoD, DOT, EDA, DOC, EPA, USDA and others.
- Collect, synthesize, analyze, manage and report on basic and applied science research, grant and legislative trends. Track appropriations and authorizing legislation for federal research and development programs to identify new funding streams. Develop in-depth technical analyses of current and forecasted funding opportunities. Report findings to internal team through oral briefings, written guidance, or training sessions.
- Assist in developing 2-year sponsored research work plans for client points of contact and investigators. Define goal(s), milestones and deliverables; negotiate mutually agreed upon success measures.
- 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.). As needed, serve as the liaison between the investigator(s) and the proposal development team. Serve as key administrative point of contact for project managing complex, center-level grant projects. These may include projects with budgets greater than \$20 M.

## Minimum Requirements and Qualifications

- Must have a four-year baccalaureate degree. Master's degree and above preferred.
- Five to seven years of prior work experience. Special consideration will be given to professionals that have worked in an academic research setting. Federal agency proposal development experience, especially with DOE, DoD, NSF, and NASA, is a plus.
- 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, dependent care FSA, 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 Ed Williams ([ewilliams@jm-aq.com](mailto:ewilliams@jm-aq.com)) and Cortney Watson ([cwatson@jm-aq.com](mailto:cwatson@jm-aq.com)).



## 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.



**Ed Williams, Senior Vice President & General Counsel.** As a Vice President at McAllister & Quinn, Ed provides comprehensive consulting services in areas such as federal grants and research funding, foundation support, public-private and international partnerships, and institution-wide strategic projects. Prior to joining McAllister & Quinn, Ed served as a congressional staff member in both the House of Representatives and the Senate. Ed served in a number of positions in Congressman Paul Kanjorski's Capitol Hill office, including the role of Appropriations Director, before moving to Senator Bob Casey's staff. On the Senator's Washington staff, Ed oversaw and directed the budget, appropriations and economic development portfolios for several years until being named as the Senator's State Director and Senior Counsel. Over the course of his congressional career, Ed played an instrumental role in identifying and securing hundreds of millions of federal dollars for a range of institutions of higher education. Ed holds a J.D. from Catholic University, a M.A. from American University, and a B.A. from Franklin & Marshall College.



**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.

