



McAllister & Quinn, LLC

## Director of Grants and Federal Affairs

Higher Education 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 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 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

The Director will report directly to Senior Leadership within the Higher Education practice and will work with other team members across the firm's other five core practice areas. Specific responsibilities include:

- Work directly with Higher Education Senior Leadership to research, develop, plan and execute grant seeking strategies for clients.
- Collaborate and communicate effectively with Managing Directors and Directors at the firm to share information and learn from others.
- Deliver quality results with strong attention to detail in a fast-paced environment with fixed deadlines.
- Manage and implement the federal and foundation grants strategy (grant matrix) for a portfolio of assigned higher education clients.
- Identify grant opportunities that align with clients' needs, and capacity on an ongoing basis. This includes:
  - Research and monitor competitive federal and foundation grant opportunities
  - Research prior grant awardees and organization funding history
  - Liaise with Program Officers at federal agencies and foundations
- Obtain and retain extensive working knowledge of the 30 most client-relevant federal grant programs across agencies such as NEH, NSF, DOED, DOJ, HRSA, IMLS, NIH, etc.
- Develop a solid professional relationship with the client point of contact at the assigned college or university. Specifically, emphasize and focus on customer service, a proactive solutions-focused mentality, positivity, confident presentation of opportunities, and overall thoroughness with all client contacts throughout the contract relationship.
- Once the overall strategy is confirmed by leadership, coordinate with clients and the McAllister & Quinn team to project-manage grant seeking activities, including:
  - Overseeing grant proposal development from initial concept to submission
  - Assembling proposal writing teams and manage the proposal preparation process ensuring the client and the M&Q writing team adhere to timelines and expectations
  - Providing guidance and feedback on proposals



- Work with the McAllister & Quinn Research Analysts to identify and carefully vet local and regional foundation and federal grant opportunities for clients.
- Develop professional relationships with federal agencies, including program officers.
- Assist in the planning and implementation of McAllister & Quinn workshops, training webinars and on-campus faculty development sessions.
- Occasional client-related travel outside of Washington, D.C. will be required, including client campus visits to carry out organizational analyses and other regular campus visits (<15%).
- Work requires multiple hours daily of phone or video communication with clients and project teams.

## Requirements and Preferred Qualifications

- Must have a four-year baccalaureate degree
- Five years of prior work experience, special consideration will be given to professionals that have worked in an Office of Sponsored Research or as the Corporate and Foundation Relations Manager at a college/university, or as a program officer for a federal agency or private foundation
- Strong writing, organizational, and inter-personal communication skills
- Detail-oriented with strong project management and planning skills
- Strategic, creative, service oriented, and adaptive professional mindset
- Ability to simultaneously manage multiple projects while developing quarterly outlooks for future projects
- Demonstrated experience in problem solving and team collaboration
- Comfortable researching new topics, and distilling research into useful client recommendations
- Familiarity with client services or consulting preferred
- Non-profit, foundation, or federal agency experience preferred

## Compensation and Benefits

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday; Will ideally work three or more days a week in the Washington, DC office
- 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

## Application Instructions

Please submit a cover letter and resume in a single PDF file to Sally White ([swhite@jm-aq.com](mailto:swhite@jm-aq.com)). The cover letter should speak to how your education and/or work experiences integrate with the role and why you are the best fit for the position.

