



McAllister & Quinn, LLC
IT Director
Job Description

McAllister & Quinn is a consulting firm headquartered in Washington, D.C., that represents over 160 clients from a variety of sectors including higher education, nonprofits, healthcare, and advanced technology. McAllister & Quinn offers a unique blend of strategic government relations services and comprehensive federal agency and private foundation grant consulting to help our clients achieve their goals by increasing and diversifying their funding. 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 work closely with the firm's administrative team to help manage the company's technology and data systems. The IT Director will report to the VP of Operations. Primary duties will include:

- Develop and execute company's technology strategy including developing and implementing company's standard operating procedures (SOPs)
- Analyze the needs of different practices and determine/recommend best way to meet business objectives through modifying existing or developing new information process systems
- Provide training for staff on technology tools and platforms and company SOPs
- Update, implement, and ensure compliance with electronic file storage and information management policies
- Oversee technology infrastructure and applications with support from outside technology consultants
- Manage the company's various technology platforms including Office 365, Salesforce and SharePoint
- Manage the company's outside technology consultants (currently Salesforce, SharePoint and general IT support)
- Stay up to date on security risks and ensure company IT security with support from outside technology consultants
- Troubleshoot general technology issues and see that all reported issues are resolved quick and efficiently with support from outside consultants
- Oversee maintenance of hardware and software user licensing with support from outside technology consultants

Minimum Requirements and Qualifications

- Bachelor's degree
- 8-10 years of experience in field
- Strong command of Office 365 especially Teams, SharePoint, OneDrive and Microsoft Power Platform
- Experience with Salesforce preferred
- Experience configuring, automating, monitoring, and managing reporting from Office 365, Salesforce and SharePoint
- Highly organized
- Comfortable in a fast-paced, high-growth environment
- Entrepreneurial



Compensation and Benefits

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday; position will be in our Washington, DC office
- Competitive 401(k), healthcare, dental, employee-directed vision, long-term disability, dependent care FSA, Healthcare HSA/FSA, and transit benefits
- Salary consideration will be commensurate with experience
- Flexible vacation and leave policy

