



**MCALLISTER & QUINN**  
Winning Strategies. Proven Track Record.

McAllister & Quinn, LLC

## Life Science Research Analyst

McAllister & Quinn is a federal and foundation grants consulting and government relations firm headquartered in Washington, D.C. We offer our 180+ 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 align with 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 and government relations consulting activities for clients within the Healthcare and Research Universities practice areas. The RA will provide research support to individual client handlers within the practices and may also provide research and agency monitoring support to the larger team. The RA will be expected to deliver quality results with strong attention to detail in a fast-paced environment with fixed deadlines.

Prior knowledge/experience in job responsibilities are not required, on-the-job training and onboarding will be provided. Specific responsibilities include, but are not limited to:

- Report to and work directly with Managing Directors to assist with research, development, and execution of grant seeking strategies and other government relations consulting projects for clients.
- Provide administrative and project management support for grant project teams, including maintaining organized and accurate records, participating in client meetings, tracking project activity requirements and progression, scheduling and logistics for internal and external meetings, and assisting with document preparation and management.
- Conduct and summarize comprehensive scientific literature searches to support team members with client project ideation and proposal development.
- 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 HRSA, NIH, AHRQ, SAMHSA, CDC, PCORI, USDA, DOD, NSF and others.
- Prepare memoranda or summaries on funding opportunities, agency initiatives and legislative activities of relevance for both internal and client use.
- Assist with federal market analyses of intellectual property portfolios including agency interest in technologies, investigator team capabilities and academic/industry collaboration opportunities.
- Attend agency and foundation workshops and meetings and report key information that may support client initiatives to the practice areas.
- Assist in the creation and delivery of grantsmanship workshops, webinars, and other trainings.
- Assist with business development by supporting responses to requests for proposals for firm services and researching prospective client leads.

\*This description reflects M&Q leadership's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.



## Candidate Qualifications

- Minimum of Bachelor's degree in a life science discipline.
- Strong English verbal communication skills via phone, email, and in person interactions.
- Comfortable with academic literature language on various health topics.
- Superior writing and editing skills, detail oriented with strong task management and prioritization 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.
- Familiarity with federal grant seeking a plus.
- Experience with programming, data management and/or data visualization a plus. Prior professional work with related experience a plus.
- Able to remain in a stationary position during the workday (up to 80%), move about inside the office to access files, cabinets, office machinery, supplies, and carry items to various locations in the office.
- This position is required on-site in our DC location a minimum of three (3) days per week.

## Compensation & Benefits:

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday (Tues-Thurs in-office)
- Competitive 401(k), defined-benefit pension plan, medical, vision and dental insurance plans, commuter benefits, healthcare HSA/FSA options, company-funded long-term disability insurance, and phone stipend
- Salary is commensurate with experience: \$48,000 - \$57,000 annual base salary, raise and bonus eligible after 1-year (Dec 2022)
- Flexible vacation and leave policy

## Application Instructions

- Please submit a cover letter and resume in a single PDF file to Katie White (kwhite@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.

