



McAllister & Quinn, LLC  
**Grants Network Manager**  
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 Grants Network Manager will manage the firm's growing network of roughly 250+ freelance grants consultants who make up the M&Q Grants Network. The Grants Network Manager will report to the Managing Director, Grants Network. Primary duties will include:

- Provide ongoing administrative support to the Grants Network – such as communicating with consultants, approving invoices and managing accounting processes, monitoring bid alerts, enforcing network policies and procedures, and handling day-to-day administrative tasks
- Manage new consultant recruitment and onboarding, and successfully integrate new consultants into the network
- Write and distribute quarterly consultant newsletter
- Work with McAllister & Quinn staff to match consultants with client grant projects
- Facilitate firm-wide coordination of resources on projects
- Manage consultant feedback systems, including recognition and rewards program
- Support delivery of professional development and training activities for the network
- Work closely with IT Director to manage the firm's SharePoint database of information on McAllister & Quinn grant writers and projects and assist consultants and internal staff with any problems they may face with this platform

## Minimum Requirements and Qualifications

- Bachelor's degree
- 1-3 years of work experience preferred
- Background or interest in human resources, management and leadership, or information technology
- Strong skills in database and information management; SharePoint experience preferred
- Highly organized with strong attention to detail
- Comfortable and poised in a fast-paced, high-growth environment
- Entrepreneurial
- Excellent people skills
- Interest or experience in higher education, non-profits, healthcare, or advanced technology a plus



## 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 with the option to work remotely a few days per week
- 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

