



Research Universities Practice

Senior Research Analyst

Position Description

About McAllister & Quinn

McAllister & Quinn is a federal and foundation grants consulting, and government relations firm headquartered in Washington, D.C. We offer our 190+ 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 clients' 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.

Research Universities Practice

Our Research Universities Practice is strategically positioned to support, expand, and diversify sponsored research activities for our public and private research universities with an R1 or R2 classification (Carnegie Classification Doctoral Universities—very high research activity or high research activity). A significant component of this practice involves assisting research universities to develop, manage, and compete for complex, multi-institutional, and multi-disciplinary funding opportunities such as National Science Foundation's Engineering Research Centers and the National Institutes of Health P- and U-award mechanisms.

Position Description

To support the Research Universities Practice, McAllister & Quinn invites applications for **Senior Research Analyst**, Research Universities Practice. Reporting to the Managing Director, Research Universities Practice Leader, the **Senior Research Analyst** will be integral to shaping the growth, development, and success of the practice.

Strategic Intelligence: Proactively gather, analyze, and monitor strategic intelligence including the following: monitor funding opportunities and prepare briefings, track large research initiatives, attend and prepare briefings on federal advisory committee meetings, track and analyze science and technology legislation and policy, conduct funding landscape analyses, and track and analyze research and development initiatives through the annual appropriations process. Identify key areas of interest to R1 and R2 universities and collaborate to plan and execute the practice's intelligence gathering and analysis to address these issues.

Business Development and Communications: Support the design and implementation of practice marketing strategy and external communications. Write and edit content for website, proposals, presentations, and other projects. Support content development and presentation delivery for externally facing webinars. Conduct capture research for new business development opportunities. Provide proposal coordination and management for RFP responses.

Client Services Support: Support existing client services including research and content creation for client projects including training engagements; presentations; written communications; and proposal development for large-, complex, and center-, level funding opportunities. Support internal consultations for new service development and innovation.



Practice Management: Support knowledge management and maintenance of practice resources, communications, and collaboration spaces in Microsoft Teams, SharePoint, and OneDrive. Lead knowledge and resource sharing at practice meetings and retreats. Collaborate with firm-wide stakeholders across McAllister & Quinn practices.

*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

- Bachelor's degree in a relevant field.
- Language Fluency: English
- 2-3 years of relevant professional experience.
- Experience in one or more areas of research development: research advancement, research communications, leading team collaborations, proposal development, etc.
- Demonstrated understanding of congressional legislative and federal appropriations processes.
- Knowledge of business development including responding to requests for proposals.
- Experience generating and editing original marketing content.
- Interest or experience with institutions of higher education, specifically with universities with an R1 or R2 classification (Carnegie Classification Doctoral Universities—very high research activity or high research activity).
- Ability to synthesize and accurately summarize lengthy and complex materials.
- Comfortable researching new topics, gathering information, and distilling research into useful preliminary recommendations on short timeframes.
- Excellent writing and editing skills.
- Strong proficiency in Microsoft Office suite, especially Excel, PowerPoint, and Word.
- Strategic, creative, service oriented, and adaptive professional mindset.
- Superior organizational skills, attention to detail, and communication skills.
- Project planning and management experience and skills.
- 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.

Compensation and Benefits

- Salary and title will be commensurate with experience and skills.
- Salary range: \$58,000 – \$65,000; eligible for annual performance-based raise and bonus after one year.
- Normal work hours are 8:30 am through 5:30 pm Monday through Friday (Eastern Time Zone).
- Location: Currently remote or in-office (Washington, D.C.). Upon full return to office, location is negotiable – firm standard is in-office presence for collaboration days Tuesday – Thursday.
- Competitive 401(k), medical, vision and dental insurance plans, commuter benefits, healthcare HSA/FSA options, company-funded long-term disability insurance.
- 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 Katherine White at kwhite@jm-aq.com.

