



## McAllister & Quinn, LLC Director of Grants

### About McAllister & Quinn

McAllister & Quinn is a federal and foundation grants consulting and government relations firm headquartered in Washington, D.C. We offer our 200+ 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 client's 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.

### Primary Duties and Responsibilities

The new Director of Grants will specialize in grant proposal development and project management for a growing client base. The Director will report directly to Senior Vice President and will work closely with Managing Directors who serve clients across the firm's five core practice areas. Specific responsibilities include:

- Work directly with Senior VP and Managing Directors to research, develop, plan, and execute grant seeking strategies for clients.
- Collaborate and communicate effectively with Senior VP, Managing Directors, and others 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.
- Implement and manage a grants funding strategy for a portfolio of assigned higher education clients.
- Monitor and disseminate grant opportunities that align with clients' needs, and capacity on an ongoing basis. This includes:
  - Research and monitor competitive federal and foundation grant opportunities
  - Analyze funding opportunity announcements to determine alignment and eligibility for specific clients
  - Research prior grant awardees and organization funding history
- Obtain and retain extensive working knowledge of the 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 client organization. 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.
- Support the Senior Vice President to prepare for regular updates with client points of contact. This may include developing agendas and preparing client team for monthly leadership calls; preparing materials for annual updates; etc.



- In close coordination with Managing Directors and clients, 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
- Assist in the planning and implementation of McAllister & Quinn workshops, training webinars and on- campus faculty development sessions.
- Occasional client-related travel will be required, including client campus visits for new client onboarding and/or other grant seeking activities at client campus/site (<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 (or equivalent work experience)
- Special consideration will also be given to candidates with at least 5 years of grant writing experience and/or those who have successfully managed a grant or program portfolio.
  - Other valuable career experience includes: positions held within a university advancement office or an Office of Sponsored Research, as a 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
- 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
- Language requirements: English

## Compensation and Benefits

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday EST
- Location: remote or in-office (Washington, D.C.).
  - Negotiable: firm standard is in-office presence for collaboration days Tuesday – Thursday.
- Competitive 401(k), healthcare, dental, long-term disability, dependent care FSA, HSA/FSA, and transit benefits.
- Salary consideration will be commensurate with experience
- 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\\_recruiting@jm-aq.com](mailto:kwhite_recruiting@jm-aq.com).

