



MCALLISTER & QUINN
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Research Universities Practice

Director of Grants and Federal Affairs

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 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.

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.

The new Director of Grants and Federal Affairs will specialize in research development and strategic consulting for research universities. The primary focus of this role will be supporting work with mission-driven agencies, including the Department of Defense and Department of Energy, and research development work in the fields of engineering, material sciences, chemistry, earth science, astronomy, mathematics and statistics, among others, as well as interdisciplinary fields.

Primary Duties and Responsibilities

The Director will support the execution of grant seeking strategies for clients within the practice area. The Director will provide direct proposal management guidance to clients and related support and will work with other team members across the firm's core practice areas as appropriate.

The Director will be expected to deliver quality results with strong attention to detail in a fast-paced environment with fixed deadlines. The Director will help maintain solid professional relationships with firm clients and will emphasize and focus on customer service. The Director is also expected to have a proactive problem-solving mentality, positive attitude, confident presentation skills, and diligent client interaction capabilities. Responsibilities include, but are not limited to:

Research Development, Strategic Consulting, and Project Management:

- Work closely with investigators and organizational leadership to identify research strengths, assets, and opportunities to pursue grant funding.



- Assist in developing annual work plans for grant-seeking and other engagements that support increasing an organization's capture rate of federal funding such as training programs. Define goals, milestones, deliverables, and mutually agreed upon success measures.
- Maintain extensive working knowledge of federal grant programs, including, but not limited to, DoD, DOE, DOC, NSF, and others.
- Manage proposal development teams (e.g. subject matter experts, grant writers and reviewers, editors, scientific illustrators, etc.), coordinating with principal investigators and research teams to produce proposals to federal grant opportunities including complex, center-level grants with budgets greater than \$20 million.
- Work closely with investigators and research teams to form teams, plan research programs, assess competitiveness, and work to address identified issues.
- Identify and track emerging and evolving trends in basic and applied science research funding, policy, and legislative trends including appropriations and authorizing legislation for federal research and development programs. Develop analyses and brief internal and external audiences.

Client Management:

- Support leadership in preparation 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.
- Report to and work directly with Managing Directors and Managing Partner to assist with research, development, planning, and execution of grant seeking strategies for clients in the firm's Research Universities Practice.
- Collaborate and communicate effectively with team members to streamline and maintain workflow visibility.
- Lead document management efforts, including performing regular and timely updates.
- Occasional client-related travel outside of Washington, D.C. will be required, including client campus visits and conference participation (<20%).

Minimum Requirements and Qualifications

- Master's degree in related field, including, but not limited to: physical, life, or engineering sciences.
- Three to five years of prior work experience. Special consideration will be given to professionals that have worked in an academic research setting. Federal agency proposal development experience is a plus.
- Project management skills demonstrated through experience or certifications such as PMP, APMP, or others.
- Superior research skills, including critical thinking; problem solving; synthesizing; and attention to detail.
- Excellent communication and interpersonal skills; including abilities to report and deliver information to diverse audiences, identify and communicate grant solicitation requirements, review technical content, and provide edits and feedback to strengthen messaging of written documents.
- Excellent computer skills in Microsoft 365 Office Suite, including relevant applications.
- 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 starting at \$100,000.00 annual base salary.
- 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.

