



MCALLISTER & QUINN
Winning Strategies. Proven Track Record.

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Research Universities Practice
Core Team Director
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 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 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 **Director, Research Universities Practice**. The Director will be integral to shaping the growth, development, and success of the practice, and will nurture a sense of community and collaboration among team members.

Support and create models for high quality client servicing. Leads or collaborates on select client projects. Leads internal consultations with client teams for innovative and pilot projects. Develops new resources and services standard operating procedures. Conducts annual analysis of practice activities and client projects and collaborates with Practice leadership to proactively evolve our services and products. Assess short- and long-term funding needs of Practice clients and support client teams in developing response strategies, particularly in the areas of: complex, center-level proposal development, building consortia, building public-private partnerships, and delivering capacity building programs (e.g. faculty grantsmanship training). Develop and implement policies, processes, procedures, and new products to serve this client group in line with the Practice's strategic vision.

Build Practice capacity and infrastructure to deliver these models. Identify Practice training and education needs on topics related to sponsored research; develop and deliver training modules/curriculum to support Practice team members. Lead Practice and firm-wide knowledge sharing so that high quality information and experience is institutionalized and shared with clients and across the firm. Maintain practice resources and approach documentation (e.g. handbooks, guides, templates, etc.). Build and maintain training content library.

Provide guidance for gathering, analyzing, and disseminating advanced intelligence. Support staff to monitor and analyze critical strategic intelligence on extramural funding and policy and design related services and products for clients.



Proactively report on strategic intelligence to the Practice to improve client services. Identify key issues of interest to R1 and R2 research enterprises and lead staff / working groups to address these issues.

Manage practice. Manage the day-to-day operations of the Practice. Lead Practice meetings and annual retreats. Facilitate collaboration with other areas of the firm. Evaluate, prioritize, and implement action plans related to practice growth. Facilitate annual strategic planning process. Oversee knowledge management including shared files, processes, and policies across multiple technology platforms including OneDrive, Microsoft Teams, SharePoint, etc.

Support business development. Collaborate with the firm's Director of Business Development to plan and execute an annual outbound marketing strategy and external communications. Assist with benchmarking, tracking, and reporting on Practice business development efforts. Assist in designing and implementing novel business development approaches and growing the Practice's professional network of partners and key contacts. Acts as a proposal manager, writer, or reviewer for request for proposal responses for business development. Support capture, research for business development pipeline. Maintains Practice proposal library and case studies. Leads, organizes, and coordinates contributions to our professional communities (e.g. conference presentations, etc.)

*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

- Master's degree in related field, including, but not limited to: physical, life, or engineering sciences; higher education administration or related; business or organizational development or related; library sciences.
- Three to five years of prior work experience. Special consideration will be given to professionals that have worked in an academic research setting. Experience in designing and delivering faculty grantsmanship training a plus.
- Experience in organizational strategic planning and execution.
- Strong understanding of federal extramural funding and higher education policy. Experience supporting funded research; please highlight experience with large, complex, center-level grants. Federal agency experience with DOE, DoD, NSF, NASA, NIH, and/or USDA is a plus. Active participation in relevant professional associations.
- Demonstrated research and writing experience, including obtaining grant funding, academic research contributions, proposal editing or content drafting, published papers, etc.
- 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 and project and database management software, background with data visualization principles, tools, and techniques.
- 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 \$95,000.00 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.

