



## McAllister & Quinn DC 360° Internship Program

### Introduction

College students from all over the country experience our nation's capital through various internship programs. A professional internship experience with a Washington, DC, firm can lead to a successful career in law, public service, lobbying, issue advocacy, public relations, consulting, or working on political campaigns. A Washington, DC, internship can spur a college student in many different directions. With this in mind, McAllister & Quinn, a diverse government relations and grants consulting firm located in the heart of Washington, DC, has developed a comprehensive internship program that will give these students unique access to the many different aspects of Washington, DC. McAllister & Quinn has a specialty in grants consulting and lobbying. Our clients include higher education institutions, research universities and institutions, healthcare systems, advanced technology corporations, and non-profits.

The McAllister & Quinn 360° Internship Program provides participants with a well-rounded experience of the various components that make Washington, DC, what many have called the most powerful city in the world. The 360° Internship Program is an excellent fit for a college student with a career interest in the public policy and federal/foundation funding, or sponsored research arena and desire to explore the various options that exist in that realm.

### The McAllister & Quinn 360° Hybrid Internship Experience

#### Congress

Interns will work with McAllister & Quinn professionals to participate in lobbying Congress in a virtual or in-person consulting experience. Interns will assist with scheduling, preparing background materials, monitoring congressional hearings, and joining virtual meetings with congressional offices or congressional briefings when possible.

#### Grants and Federal Agency Exposure

Interns will gain insight into how federal agencies operate along with exposure to federal and foundation funding mechanisms. Interns will learn the critical role that agencies play in the overall federal budget process. This will involve research on federal grants and tracking of other agency activities and announcements.

#### Policy and Programmatic Research

Interns will be responsible for developing policy and program-specific research memos and reports to be utilized by McAllister & Quinn and shared with various clients of the firm. We will work with interns to demonstrate the importance of strong writing, attention to detail, prioritization, and attention to meeting internal deadlines.

#### Political Fundraising

Interns will get first-hand experience in the political process by making political fundraising phone calls and attending virtual fundraisers with Members of Congress when possible.



## Consulting and Office Culture

Interns will experience how a consulting firm operates with an emphasis on client service interaction and the overall culture of a 45-person consulting firm operating in a hybrid remote/in-person environment. Interns will assist in building internal team resources and infrastructure to support multiple client service models. Interns will receive guidance, knowledge, and direct feedback on the importance of communication skills, virtual communication etiquette, professionalism, networking, and other keys to success in an office environment.

## Professional Development and Intern Mentors

Interns will participate in several McAllister & Quinn sponsored events involving experienced speakers focused on public policy, career development, and other relevant topics. In addition, each intern will be assigned an individual McAllister & Quinn mentor who will serve as a resource and sounding board for career advice, resume development, networking and other areas.

## Program Specifics

- **This can be a remote or in-person internship.** We can support interns in-office or remote for the duration of the internship. Our office is currently operating on a hybrid work structure.
- **McAllister & Quinn offers \$500/month stipend available on a needs basis to full time candidates (24+hrs)- please inquire during your interview.** McAllister & Quinn will gladly work with universities to enable students to satisfy course credit requirements through the internship program.
- Strong written and verbal English skills are required for internal communications on virtual platforms, prior experience in an office setting is a plus.
- In addition to routine administrative support, interns typically:
  - Conduct substantive issue/topic area research related to trends, and priorities of client institutions, analysis of federal budgets, and appropriations, as well as related legislative and federal policy matters
  - Prospect for federal and foundation funding opportunities and synthesize relevant information for staff and client briefings
  - Create organizational profiles for business development purposes
  - Assist in the preparation for, as well as attend, virtual/webcast Congressional hearings/meetings
  - Produce summaries and analyses of attended events
  - Assist with fundraising events
- Students are required to find their own housing for the duration of their internship.
- Students are required to work a 24-hour week (minimum) with a preference for 30 - 40hrs per week.
- Applications are accepted on a rolling basis.
- For more information, please submit your resume to Brandi Melschau, Office Administrator, via email at [bmelschau@jm-aq.com](mailto:bmelschau@jm-aq.com).





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## DC 360 Internship Testimonials

### Summer 2019 – Boston University graduate (B.A. International Relations)

I had a great experience as an intern at McAllister & Quinn over the summer of 2019. From my short time at the firm, I cultivated not only friendships with other interns, but strong professional relationships with my mentors. Additionally, through my work on the Higher Ed and Large Research Institutions teams, I gained tangible and valuable skills that have since served me well in my professional career.

There many aspects of this internship program that make it stand out against others. For one, the mentorship piece allows interns to form solid relationships with people in the office based on their interests. The relationships I built with my mentors allowed me to take on more responsibility in the work I produced for internally and for clients. Additionally, the culture at McAllister & Quinn is incredibly welcoming and open. There is not a person working at the firm that is not willing to help or find any way to get an intern more involved in the work they may be interested in. My advice to future interns is to show interest and effort in the work you do and to not be afraid to reach out to anyone in the office. I took advantage of the firm's open-door policy as much as possible and I am very thankful for the opportunities that developed as a result.

Despite your future career goals, an internship at M&Q will provide you with tangible and transferrable skills that you can carry with you into any profession. Moreover, the people in the office are intelligent, hardworking, and friendly. I took so much away from the experience and am grateful to have had the opportunity to work at the firm.

### Spring 2019 – University of California, Davis Junior (B.A. Economics)

Interning at McAllister & Quinn LLC was a valuable and rewarding experience. Everyday brought new learning objectives and opportunities to participate in a variety of stimulating projects across practice areas. My time with M&Q was especially gratifying because I received multiple opportunities to expand my understanding of the government's grant funding system, attend fundraising events and a Hill day. I am very grateful for my time with M&Q because I felt treated as a true member of the team and was welcomed by all team members. It was a privilege to spend my Spring quarter with McAllister & Quinn and I believe my internship experience will benefit me in the years to come.

### Spring 2018 – University of Georgia Junior (B.A. Political Science)

McAllister & Quinn's internship program was an amazing professional experience that achieved multiple things for me. M&Q sharpened my communication and research skills, developed my sense of professionalism, and provided me with guidance for my future. At M&Q, the trust, resources, and exposure to multiple client types and practice areas gave me the ability to self-direct my internship and tailor it to my professional needs and my future career plans. The M&Q office atmosphere couldn't be better for young professionals who are trying to discover their career interests. I highly recommend this opportunity!



## **Spring 2018 – Loyola University, Chicago Senior (B.A. Political Science and Global & International Studies)**

During the spring of my senior year I was honored with the opportunity to work and study in Washington D.C. My experience as an intern at McAllister and Quinn (M&Q) was both interesting and rewarding. I was fortunate enough to work with multiple teams and team members on a variety of projects. These projects ranged from doing grants research to writing congressional memorandums to preparing fundraisers and other M&Q hosted events. The work environment and culture were comfortable, fast paced and engaging. My coworkers and team members kept me busy by assigning me interesting and educational projects. Even the more mundane administrative tasks were rewarding, as they too were essential to the smooth operation of the office. Everyone was inviting, helpful and encouraging. They genuinely cared to provide me and the other interns with unique and diverse opportunities like preparing, attending and ultimately meeting government representatives and senators at fundraising events.

Through my experience at M&Q I learned how diverse, immersive, and lucrative government work could truly be. The positive impact firms like M&Q have in various sectors help universities, government officials and private and public institutions alike make more educated decisions that ultimately benefit and better serve their respective constituencies, students and the general populous writ large. These experiences proved instrumental in helping me decide what I like to do and how I can pursue these passions.

## **Fall 2020 [virtual] - The George Washington University (B.A. International Affairs, Global Public Health and International Politics)**

My goals for this internship were to learn more about the world of government relations and lobbying and to get an introduction to the more technical aspects of the appropriations process, such as grant prospecting and the application process. I did that and so much more! As someone interested in the intersection between the public and private sector and policymaking, the new perspective this internship has provided me with is invaluable.

I've had the opportunity to experience first-hand how much you can learn about policy priorities by following the money to see what programs are being prioritized and developed. Not only was this a great educational experience, but everyone I worked with was very friendly and accommodating and went out of their way to put me on projects that aligned with my interests. M&Q also included a professional development component to this internship through which I was able to meet and learn from people firmwide and build valuable relationships. My M&Q internship was truly an outstanding experience.

