



Healthcare 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 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.

Healthcare Practice

McAllister & Quinn's Healthcare Practice works with hospitals, health systems, integrated medical research practices, academic medical centers, and other research-intensive organizations to support, expand, and diversify sponsored research activities. M&Q provides an array of research support services to these institutions, including strategic intelligence gathering on key funding opportunities, professional development services, and project execution/proposal development support. Funding for biomedical research is evolving. Increasingly, sponsors are requiring collaboration across multiple disciplines to support innovative solutions to healthcare. As such, researchers must effectively partner life science approaches with physical and engineering sciences approaches. McAllister & Quinn's Healthcare practice team is diversifying to address these new expectations.

The Director of Grants and Federal Affairs will specialize in grant consulting and strategic advising in the fields of biomedical sciences, population sciences, healthcare delivery programs and health workforce delivery programs, among others, as well as interdisciplinary fields.

Primary Duties and Responsibilities

The Director will report directly to Kelly Seyed, PhD, Vice President, to 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 other 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:

Grantmanship Strategy 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, NIH, HRSA, SAMHSA, DoD, 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.
- 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 Healthcare 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

- Must have a four-year baccalaureate degree in the biomedical sciences or population sciences. Graduate postsecondary education preferred.
- Five to seven years of prior work experience. Special consideration will be given to professionals who have worked in research settings (ex: research development, research administration or compliance, clinical programs, etc.). Federal agency proposal development experience is a plus.
- Superior research skills, including: critical thinking; problem solving; synthesizing; and initiative.
- Excellent writing, organizational, communication, and inter-personal skills; including the ability to report and deliver information to diverse audiences.
- Superior attention to detail; independence; and strong project management and planning skills.
- Excellent computer skills in Microsoft 365 Office Suite, including relevant applications.
- Experience with project and database management software a plus.
- Knowledge, background with data visualization principles, tools, and techniques a plus.
- Language requirements: English

Compensation and Benefits

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday EST.
- Location: Washington, D.C. - Location is negotiable – firm standard is in-office presence 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 \$85,000.00 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.

