



McAllister & Quinn

Research Analyst

Higher Education Practice – Small and Mid-sized Colleges and Universities

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. In the higher education practice, McAllister & Quinn offers federal grant and faculty development consulting to small and mid-sized institutions of higher education. Our goal is to work collaboratively with clients to create and implement an annual grant seeking strategy focused on increasing and diversifying external funding. McAllister & Quinn has secured hundreds of millions of dollars in competitive grant funding for scholarships and student support, academic programs, research, and equipment.

Primary Duties and Responsibilities

The Research Analyst will report directly to assigned Directors and Managing Directors within the Higher Education practice and will work with team members across the firm's other core practice areas. Specific responsibilities include:

- Assist Directors and Managing Directors with client and project management, maintaining organized and accurate records using internal filing systems and data management tools
- Identify grant opportunities that align with clients' needs. This includes:
 - Research and monitor suitable federal and foundation grant opportunities
 - Liaise with Program Officers at federal agencies and foundations
 - Provide accurate written materials summarizing opportunities of interest
 - Complete analyses on successful awardee characteristics to inform clients' competitiveness
 - Research an institution's funding priorities, academic programs, and strategic plan to identify funding opportunities
 - Participate in client meetings as requested to understand priorities and interest areas for prospecting
- Generate and deliver high-quality, detailed, and accurate work products / client deliverables in a fast-paced environment with fixed deadlines, such as:
 - Client federal and foundation grants strategy (grant opportunity matrix) for clients
 - Comprehensive quantitative and qualitative analyses for individual grant competitions
 - Organizational profiles for business development purposes
- Concisely summarize relevant information for staff and client briefings
- Collaborate and communicate effectively with Managing Directors, Directors, and Vice Presidents at the firm to share information and learn from others
- Work effectively with the team of research analysts to support practice-wide needs
- Conduct substantive issue/topic area research related to trends, interests, and priorities of higher education institutions, federal agency and foundation grant programs and solicitations, analysis of federal budgets, and federal appropriations



- Obtain and retain working knowledge of the most client-relevant federal grant programs across agencies such as the National Science Foundation, Department of Education, National Endowment for the Humanities, Health Resources and Services Administration, Department of Justice, and others
- Emphasize and focus on a proactive solutions-focused mentality, positivity, confident presentation of opportunities, and overall thoroughness with all client support and internal projects
- Assist in the planning and implementation of McAllister & Quinn workshops, training webinars and faculty development sessions

Requirements and Preferred Qualifications

- Minimum of four-year bachelor's degree
- Strong writing, organizational, and inter-personal communication skills
- Excellent writing / editing skills
- Superior attention to detail / organizational skills
- Ability to synthesize and accurately summarize lengthy and often complex materials
- Strong communication skills via phone, and in person interactions with clients, colleagues (English required)
- Positive attitude and self-motivated to learn new information and skills
- Ability to troubleshoot problems when they arise and to work independently
- Strong proficiency in Microsoft suite programs, and Adobe
- Superior candidates will have some familiarity with federal grant seeking

Compensation and Benefits

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday; three or more days a week in the Washington, DC office required upon official reopening
- Competitive 401(k), healthcare, dental, long-term disability and employee-directed vision, dependent care FSA, Healthcare HSA/FSA, and transit benefits
- Salary consideration will be commensurate with experience, starting at \$49,000 - \$53,000 annual base salary
- Flexible vacation and leave policy

Application Instructions

Please submit a cover letter and resume in a single PDF file to Amanda Parsons (aparsons@jm-aq.com). The cover letter should speak to how your education and/or work experiences integrate with the role and why you are the best fit for the position.

