



McAllister & Quinn Human Resources Manager

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.

Job Summary

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. The HR Manager will report directly to the VP for Operations. This position is based in the D.C. office (3-days/week).

Primary Duties and Responsibilities:

- Partners with leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Designs, plans, and implements human resources programs and policies for staffing, compensation, benefits, immigration, employee relations, training, and health and safety.
- Provides support and guidance to managers, and other staff when complex, specialized, and sensitive questions and issues arise; investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Implements new hire orientation and employee recognition programs.
- Creates development programs and initiatives that provide internal development opportunities for employees.
- Manages resolution of escalated issues arising from operations and requiring coordination with other teams
- Oversees the daily workflow of HR and Operations staff; manages HR team.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Minimum Requirements and Qualifications

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.



- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Language Requirement: English
- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Three years of experience as an individual contributor in an HR role; preferred supervisory experience.
- Four to six years of human resource management experience preferred.
- SHRM-CP, SHRM-SCP, or HRCI highly desired.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate the organization's offices.

Compensation and Benefits

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday EST.
- Location: in-office (Washington, D.C.).
 - 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 Range: \$100,000 - \$140,000 + bonus eligibility after first year
- Unlimited and flexible vacation and leave policies.

Application Instructions

Please submit a current resume in a PDF file to Katherine White at kwhite_recruiting@jm-aq.com.

