



Healthcare Practice Managing Director

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

Our 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 Managing Director 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 Managing Director will report directly to Vice President and Leader of the Healthcare Practice, Kelly Seyed, Ph.D., and will support the execution of grant seeking strategies for clients within the practice area. The Managing Director will be expected to deliver quality results with strong attention to detail in a fast-paced environment with fixed deadlines. The Managing Director will help maintain solid professional relationships with firm clients and will emphasize and focus on customer service. The Managing 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:

Grantsmanship Strategy and Project Management:

- Work closely with investigators and organizational leadership to identify research strengths, assets, and opportunities to pursue grant funding.
- Develop 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.

Client Management:

- Prepare 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.
- Oversee project and client-focused research, development, planning, and execution of grant seeking strategies for assigned clients in the firm's Healthcare Practice.
- Collaborate and communicate effectively with team members to streamline and maintain workflow visibility.
- Occasional client-related travel outside of Washington, D.C. will be required, including client campus visits and conference participation (<20%).

Minimum Requirements and Qualifications

- Master's degree in related field (ex: social, natural, or applied sciences) or other combination of education and experience that demonstrates knowledge and ability to perform key functions.
- Five to seven years of prior work experience.
- Special consideration will be given to professionals that have worked in an academic sponsored programs setting.
- Federal agency proposal development experience is a plus.
- 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.
- Language requirements: English

Compensation and Benefits

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday EST (for local staff)
- Location: Negotiable - remote or in-office (Washington, D.C.).
 - Flexible work arrangements available for remote hires in other time zones
- 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 \$101,000.00 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 to recruiting@jm-aq.com.

