

## Advanced Technology Practice

# Managing Director with Biotechnology Focus

## About McAllister & Quinn

McAllister & Quinn is a 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 with the knowledge and skills to seek federal and private foundation grant opportunities that strategically fit their organization's priorities. We support our clients' 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.

We are committed to securing funds for our clients that are transformational for the companies who are awarded them, the people who work at these companies every day, and the communities that surround them. The social impact of our work drives us daily to succeed in securing funding for our industry clients and is a major component of why we do what we do. We know that our success leads to better outcomes, changed lives, and a more equitable society for generations to come.

## Advanced Technology Practice

Our Advanced Technology Practice is strategically positioned to support, expand, and diversify federal agency research and development (R&D) support to engineering and technology clients. Clients in this practice area are typically for-profit technology companies, ranging in size from single person startups to Fortune 500 companies. A significant component of this practice involves working across a broad scope of engineering and technology areas including industries of the future such as Clean Energy, Advanced Manufacturing, and Biotechnology. The focus of this role is in the Biotechnology area.

The new Managing Director will specialize in all aspects of standard and complex grants management, with proposals ranging in size from Phase I SBIRs (less than \$250k) to large biomanufacturing facilities (greater than \$20M). They must be adept at tailoring and managing a proposal development process and team that includes McAllister & Quinn employees, consultants, as well as the client's employees and consultants. This also includes identifying opportunities for research, engineering, and technology development, tracking the funding process from RFI to solicitation, facilitating concept development, consortium organization and support, and managing all aspects of proposal development. The primary concentration of this role will be supporting work within the Biotechnology technology area, focusing on opportunities within the NIH, NSF, DOD, and USDA. Our biotechnology clients are typically pursuing research development funding in interdisciplinary fields of biotechnology that include intersections with bioengineering, electrical, chemical, mechanical, computer science, and life sciences.

## Primary Duties and Responsibilities

The Managing Director will execute grant seeking strategies for clients in the Advanced Technology practice, providing direct proposal management guidance to clients, including team management and coordination and related support, and will work with other team members across the firm's additional practice areas as appropriate. The Managing Director will tailor their style and team to each client to maintain high client satisfaction and deliver competitive application packages.



The Managing Director will be expected to provide quality results with strong attention to detail in a fast-paced environment with fixed deadlines. They will build and maintain solid professional relationships with 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:

**Client Management:**

- Hold regular updates with client points of contact (often one to three per week). This will include developing agendas and preparing team members for these calls; leading preparation of presentation materials such as memos and slide decks; etc.
- Collaborate and communicate effectively with team members to streamline and maintain workflow visibility.
- Oversee and occasionally lead document management efforts, including performing regular and timely updates.
- Report to and work directly with the Advanced Technology Practice Leader to assist with research, development, planning, and execution of funding strategies for client prospects.
- Occasional client-related travel outside of Washington, D.C. will be required, including client site visits and conference participation (<20%).

**Concept Development, Strategic Consulting, and Complex Proposal Management:**

- Lead discussions to and work closely with organizational leadership to identify research strengths, assets, and opportunities to pursue various funding opportunities.
- 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.
- Support development of consortiums among client and non-client organizations in support of strategic goals.
- Maintain extensive knowledge of federal programs, including, but not limited to, NIH, NSF, DOD, and others.
- Assemble and manage proposal development teams (subject matter experts, grant writers, reviewers, editors, scientific illustrators, etc.), coordinating with client teams to produce proposals to federal grant opportunities including complex grants with budgets greater than \$20 million.
- Work closely with the client to form teams, plan research programs, assess competitiveness, and work to address identified issues.
- Lead and occasionally maintain the appropriate document repositories and establish processes, checklists, and timelines where appropriate.
- Identify and track emerging and evolving trends in engineering research funding, policy, and legislative trends including appropriations and authorizing legislation for federal research and development and engineering manufacturing programs. Develop analyses and brief internal and external audiences.

**Minimum Requirements and Qualifications**

- Master's or PhD degree in a Biotechnology or Bioengineering related field.
- Seven to ten years of prior work experience. Special consideration will be given to professionals that have worked in industry research and development settings. NIH, NSF, and/or DOD proposal development and team management experience is ideal.
- Excellent communication and interpersonal skills, including team management, the ability 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 documents.
- Advanced project management skills and proposal development demonstrated through experience or certifications such as PMP, APMP, or others.
- Superior research skills, including critical thinking, problem solving, synthesizing information, and attention to detail.
- Excellent computer skills in Microsoft 365 Office Suite, including relevant applications such as Word, Excel, and PowerPoint. SharePoint and Microsoft Project Online experience is a plus.



## Compensation and Benefits

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday EST.
- Location: remote or in-office (Washington, D.C.).
  - Negotiable: in-office presence for collaboration days Tuesday – Thursday.
- Competitive 401(k), healthcare, dental, long-term disability, dependent care FSA, HSA/FSA, transit benefits, and professional development opportunities.
- Salary consideration will be commensurate with experience starting at \$100,000 annual base salary and bonus eligible after one year of continuous service.
- Flexible vacation and leave policy.

At McAllister & Quinn, we're challenging the status quo with the power of diversity, inclusion, and collaboration. When we connect different perspectives, we open ourselves to new possibilities, inspire innovation, and allow us to achieve the full potential of our people. We're building an employee experience & engagement that includes appreciation, belonging, growth, and purpose for everyone in our team.

## Application Instructions

Please submit a cover letter 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 MQ Careers at [recruiting@jm-aq.com](mailto:recruiting@jm-aq.com).

