



## Limitless Space Institute Request for Proposals (RFP)

### ***Strategic Plan and Philanthropy Consultant***

**Issued by:** Limitless Space Institute

**Issue Date:** December 10, 2024

**Submission Deadline:** January 6, 2024

**Contact Information:** [kaci@limitlesspace.org](mailto:kaci@limitlesspace.org)

## 1. About Limitless Space Institute

Limitless Space Institute (LSI) is a non-profit organization dedicated to advancing human exploration and settlement of space. Founded in 2019 our mission is to *“Inspire and educate the next generation to travel beyond our solar system and support the research and development of enabling technologies.”* This mission centers on advancing innovative propulsion technologies, fostering interstellar research, and inspiring the next generation of space explorers through comprehensive educator training and STEM education initiatives.

As we evolve, we aim to amplify our impact in interstellar space education and outreach while maintaining strong ties to our roots in propulsion research.

## 2. Purpose of the RFP

Limitless Space Institute is seeking a highly qualified consultant to:

1. Develop a new strategic plan that builds on our previous focus on power and propulsion research and pivots toward interstellar space education and outreach.
2. Create a philanthropy plan that establishes sustainable fundraising strategies, enhances donor engagement, and diversifies revenue streams.

We are particularly interested in professionals with:

- **Non-profit fundraising experience** in the sciences or space-related fields.
- A demonstrated understanding of STEM education initiatives.

### **3. Scope of Work**

#### ***Strategic Plan Development***

- Review LSI's existing mission, goals, and prior strategic plan.
- Conduct stakeholder interviews and organizational assessments.
- Define strategic priorities for the next 3-10 years with a focus on interstellar education and outreach along for continued funding in research.
- Develop an actionable roadmap with measurable goals and timelines.

#### ***Philanthropy Plan Development***

- Assess LSI's current fundraising activities and donor base.
- Design a comprehensive fundraising strategy tailored to space-focused and STEM education initiatives.
- Identify opportunities for donor diversification and sustainable revenue streams.
- Provide recommendations for donor engagement and retention strategies.

### **4. Proposal Requirements**

Interested consultants should submit a proposal that includes:

#### **1. Introduction and Qualifications**

- a. An overview of your background and experience, with a focus on non-profit fundraising and strategic planning.
- b. Specific examples of work with science, space-related, or STEM education organizations.

#### **2. Approach and Methodology**

- a. Describe your proposed process for developing the strategic and philanthropy plans.

#### **3. Timeline**

- a. Outline a timeline for project completion.

#### **4. Budget and Fee Structure**

- a. Provide a detailed cost proposal, including estimated hours and fees.

#### **5. References**

- a. Include at least three references from clients with similar needs.

## **5. Submission Instructions**

Proposals must be submitted via email to [kaci@limitlesspace.org](mailto:kaci@limitlesspace.org) no later than **12:00 PM CST on Monday, January 6th, 2024**. Late submissions will not be considered.

## **6. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Relevant experience and expertise
- Proposed methodology and approach
- Cost-effectiveness
- References and prior client satisfaction

## **7. Contact Information**

For questions regarding this RFP, please contact:

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