



Limitless Space Institute Request for Proposals (RFP)

Development Officer

Issued by: Limitless Space Institute

Issue Date: January 22, 2025

Submission Deadline: March 15th, 12:00pm EST

Contact Information: kaci@limitlesspace.org

Purpose of the RFP

The purpose of this RFP is to identify a contracted Development Officer who will implement LSI's fundraising strategies that have been set by the board. The selected individual or agency will play a critical role in securing funding through individual donors, corporate partnerships, grants, and other philanthropic channels.

Scope of Work

The Development Officer's responsibilities include but are not limited to:

1. Fundraising:

- a. Execute a comprehensive fundraising strategy aligned with LSI's mission and goals. This includes donor cultivation, corporate sponsorships, grants, giving campaigns, donor data, stewardship and recognition.

2. Donor Relations and Stewardship:

- a. Communicate with existing and potential donors.
- b. Develop and implement donor recognition programs to ensure long-term engagement.
- c. Ensure all donor management practices comply with legal and ethical standards, including data protection and privacy laws.

3. Grant Development:

- a. Research, prepare, and submit grant proposals to relevant foundations, corporations, and government agencies.
- b. Maintain accurate records of grant timelines, reports, and compliance requirements.

4. Event Planning and Execution:

- a. Collaborate with the team to plan and execute fundraising events, such as the annual board retreat, donor receptions, and other engagement opportunities.

5. Communications and Reporting:

- a. Collaborate with the marketing and communications team to develop fundraising materials and donor communications.
- b. Provide regular progress reports to LSI leadership and the board of directors.

6. Administration

- a. Management of donor records, etc.

Qualifications

The ideal candidate will possess the following qualifications:

- Proven track record of fundraising success, including securing major gifts, managing donor portfolios, and writing successful grant proposals.
- Excellent interpersonal and communication skills, with the ability to engage and inspire donors.
- Experience in the nonprofit, space exploration and/or STEM education sector preferred.
- Strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously.
- Familiarity with donor management software and CRM systems is a plus.

Note: If you do not meet all the qualifications listed above but have a proven track record of fundraising success, we encourage you to submit your proposal for consideration.

Proposal Submission Requirements

Interested applicants should submit the following materials:

1. **Cover Letter:** Outline your qualifications, experience, and why you are interested in this position.
2. **Resume/CV:** Provide a detailed summary of relevant professional experience.
3. **Fundraising Portfolio:** Include examples of past fundraising successes, such as grants secured or major gifts raised.
4. **Proposed Work Plan:** Describe your approach to meeting the responsibilities outlined in the Scope of Work.
5. **Fee Structure:** Provide a detailed breakdown of your proposed compensation, including hourly rates or retainer fees.

6. **References:** Include contact information for at least three professional references familiar with your fundraising work.

Timeline

- **RFP Release Date:** January 22nd, 2025
- **Proposal Submission Deadline:** March 15th, 12:00pm EST
- **Project Start Date:** March 2025

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Relevant experience and proven success in fundraising.
2. Demonstrated understanding of LSI's mission and vision.
3. Quality and feasibility of the proposed work plan.
4. Competitive and transparent fee structure.
5. Strength of references and portfolio.
6. Understanding of legal and ethical standards in donor management and fundraising.
7. The LSI hiring committee of the board will conduct the reviews and interviews of the applicants.

Submission Instructions

Please submit your proposal via email to kaci@limitlesspace.org by March 15th, 12:00pm EST. Use the subject line: "RFP Submission: Development Officer – [Your Name/Organization]."

For inquiries or further information, contact Kaci Heins, kaci@limitlesspace.org