**LIMITLESS SPACE INSTITUTE**

**CHIEF ADVANCEMENT OFFICER**

**GENERAL BACKGROUND**

The Limitless Space Institute (LSI) is a new nonprofit established in 2019 and located in Houston, Texas. The Institute’s vision is to advance human exploration beyond our solar system with a two-fold mission: 1) to support the research and development of enabling technologies that will allow interstellar human space exploration and 2) to inspire and educate the next generation to travel beyond our solar system. The heart and soul of the Institute is research and development. LSI will conduct and fund applied research and development emerging from the frontiers of physics and engineering as they apply to enabling fast interstellar transit. Additionally, LSI will partner with institutions of higher learning to establish research consortia that will jointly explore the leading edge of power and propulsion related to physics that will enable human exploration. LSI plans to develop a spectrum of student programs ranging from grade school to post docs, all with the objective of educating and inspiring the next generation in interstellar travel.

**POSITION OVERVIEW**

The inaugural Chief Advancement Officer (CAO) for Limitless Space Institute will be the lead in securing the necessary support for LSI to successfully accomplish its mission. The CAO will have a broad scope of responsibility including identification and cultivation of individuals, government entities, corporations and foundations that have interest in supporting the work of LSI. He or she will work in close partnership with the President, Brian Kelly, the Director of Advanced R&D, Dr. Harold White, and the Advisory Board to leverage their contacts. The successful candidate will be an effective communicator and is expected to work in a manner with donors, prospects, and peers which exhibits purpose, collaboration and understanding. The Chief Advancement Officer will exhibit high octane energy, selfless humility and have the creative drive needed to seek funding for this organization. The CAO will guide all communication/public relations activities that support the development (fundraising) program of Limitless Space Institute. The primary focus will be on securing major and principal gifts/funding.

**RESPONSIBILITIES**

* Effectively work within a small startup organization with the ability to multitask and prioritize projects.
* Create and implement a plan that includes strategic goals and activities in the identification of individuals, corporations, foundations, and government entities who will support the vision and mission of Limitless Space Institute.
* Proactively build relationships with sources of support while strengthening relationship with donors to further their loyalty and encourage higher levels of support and involvement.
* Plan and execute cultivation events to introduce the mission of Limitless Space Institute to donor prospects.
* Meet face to face with prospective and current donors.
* Develop stewardship plans and activities for donors.
* Serve as the lead in the process that obtains input from senior leadership including the Board of Directors and Advisory Board for priorities in philanthropic projects and identification of prospects.
* Lead the strategy for approaching corporations, foundations and grant programs including developing and writing proposals, tracking and compliance, report writing and acknowledgements.
* Work closely and oversee the development of LSI publications, marketing and public relations efforts as they relate to fundraising.
* Work with and maintain relationships with members of the Board of Directors and Advisory Board.
* Develop and maintain a donor database/tracking system.
* Develop metrics to measure fundraising success.
* Effectively communicate the status of fundraising to the Board of Directors, Advisory Board and LSI President on a regular basis.
* Prepare and monitor an operational budget for fundraising.
* Demonstrate positive human relations skills and experience in working with volunteers.
* Speak publicly and interpret the organization and its programs, vision, and goals to the community.
* Demonstrate ability and willingness to provide support in a collaborative and team-oriented manner.
* Perform other duties as required.

**PROFESSIONAL QUALIFICATIONS**

* Passion for the LSI mission
* Bachelor’s degree, advanced degree a plus
* 6-10 years of professional fundraising experience
* Demonstrated success in securing major and principal gifts/funding
* Demonstrated success in the development and execution of a fundraising plan
* Strong capabilities in planning and organizing
* Be goal driven and possess a high degree of motivation, maturity and energy
* Be “Tech” Savvy. A background in science and/or technology helpful

**LOCATION AND COMPENSATION**

LSI is headquartered in Houston, Texas. The preference is for the CAO to be based in the area, though a remote work arrangement may be an option for the right candidate. Salary is competitive and commensurate with experience. Benefits include health and retirement (401K with 4% match).

**NON-DISCRIMINATION**

LSI does not discriminate on the basis of race, religion, gender, age, national origin, disability or sexual orientation.

**APPLICATION PROCESS**

To apply for this position, submit a cover letter and resume to Becky Hauk at the Moran Company, which is conducting the search. Resume should be chronological and include all professional education and experience, dates of employment (month and year), position/title and organization names.