



Position Description

Title: Associate

Supervisor: Executive Director, La Salle International Foundation (LSIF)

Job Overview: The Associate works closely with the La Salle International Foundation (LSIF) Executive Director and staff to ensure successful fundraising and project support for La Salle Technical Training Institute (LTTI) in Kenya and assists as much as possible with the smooth operation and growth of all aspects of the foundation. The Associate's responsibilities include all aspects of fundraising for LTTI, project management with LSIF staff and LTTI staff in Kenya, workflows, and communications.

LSIF is a USA-based development organization that supports the global educational, health, and human service network of the De La Salle Christian Brothers (Institute of the Brothers of the Christian Schools). LTTI is the newest Lasallian ministry within our international network, supported in part by LSIF, the Institute's Lasallian Region of North America (RELAN), and the Brothers and Lasallians of the Lwanga District in Africa.

In addition to supporting specific projects, LSIF provides emergency support for humanitarian relief to Lasallian projects around the world. LSIF works closely with Christian Brothers Conference (CBC), the office for RELAN. The LSIF office is based in Romeoville, Illinois, on the campus of Lewis University, with CBC. The Associate will work from the office in Romeoville, with some remote work options. Limited travel may be required.

Key responsibilities:

- With LSIF staff, creates and manages a fundraising plan, a calendar of fundraising activities and funding opportunities, and an activity dashboard for LTTI. The Associate is responsible for developing and implementing an approved philanthropic plan to identify and engage individuals, organizations, foundations, and the general public in supporting LTTI financially.
- Collaborates with the LSIF Executive Director to engage in ongoing research to identify and cultivate corporations, foundations, and individuals to support LTTI, including assisting with donor relations, grant writing and funding applications, the development of fundraising materials, and other related activities.
- With LSIF staff, develops and supports a major donor strategy and implementation plan as appropriate to the donor, LTTI needs, and situation.
- Works with LTTI and LSIF staff to develop materials, events, and activities needed to successfully promote LTTI.

- With the LTTI staff, develops project proposals and funding requests for identified needs and works to find matching funding opportunities.
- Supports fiscal management by tracking donations, including donor support and recognition, and managing the distribution process.
- Develops and manages paperwork needed for project plans and requirements tracking to assist LTTI staff in meeting requirements for funding and reporting.
- Assists with developing stories and other materials for the LTTI newsletter and website.
- With the LTTI staff, manages LTTI's social media accounts, including Facebook and Instagram.
- Collaborates with Lasallian entities in RELAN in support of LTTI.
- Supports database maintenance.
- Collaborates with the LSIF Executive Director with the LTTI board and fundraising committees regarding activities and operations, and our mutual support and assistance.

Candidate Profile: The ideal candidate will have an undergraduate degree and experience working with a non-profit organization in a fundraising, administrative, or operations role. They will be a clear oral and written communicator, self-starter, independent thinker, and team player. They will pay close attention to detail and be skilled in organization. They must also support our Lasallian Catholic educational mission.

Benefits: This position offers excellent benefits, including fully paid health insurance, 20 vacation days annually, sick days, a generous parental leave policy, and a pension plan. There is a commitment to the professional development of all employees.

Hiring process: Please send a cover letter and resume to info@lasalleinternational.org. Interviews will be conducted on a rolling basis. The start date is negotiable, targeting September 2026.

Updated July 8, 2026