



# Young Jains of America

Federation of Jain Associations in North America

## Position Description

**The primary duties of the Director of Project Development shall include, but not be limited to:**

1. Initiating and coordinating new and developing projects that have a religious, social, educational and/or community service component, by:
  - a. Developing a high-level strategy for the project;
  - b. Delegating project responsibilities to the appropriate board members, project teams, or Committee members, or motioning to create a new Committee when necessary;
  - c. Conducting regular project check-ins and tracking progress towards the initial release(s) or completion;
  - d. Reviewing materials and coordinating the release of all deliverables by working with the appropriate parties;
  - e. Tracking and documenting all processes, templates, and resources used to ensure the long-term sustainability of the project;
2. Assisting Co-Chairs in the management of projects led by Directors by:
  - a. Ensuring project goals are met;
  - b. Holding regular sync-up calls and strategy sessions;
  - c. Coordinating efforts across Directors;
  - d. Providing Directors with recommendations for improvement;
  - e. Assuming responsibilities that are unable to be fulfilled by other Directors;
3. Managing, engaging, and ensuring the continuity of Project Teams by:
  - a. Selecting Project Team Leads and confirming their interest in supporting YJA;
  - b. Informing the Project Team Leads of their duties, goals, and responsibilities;
  - c. Assisting Project Team Leads with the formation of their Project Teams;
  - d. Conducting regular meetings with Project Team Leads;
  - e. Ensuring they are meeting their goals and responsibilities;
  - f. Acting as the liaison between Project Teams and the Executive Board to communicate updates;
  - g. Overseeing projects initiated by Project Teams;
4. Collaborating with outside parties that could assist in developing projects, including, but not limited to:
  - a. JAINA EC, Directors, and Committees;
  - b. JAINA's Long-Range Planning Committee;
  - c. Philanthropic organizations whose missions align with that of the Organization;
5. Ensuring long-term sustainability of the Organizations' initiatives by managing project workflows;
6. Conducting the formation, marketing, and evaluation of the Convention bid packet, in conjunction with the Executive Board, during non-Convention years;
7. Fulfilling their individual obligations as set forth in the YJA Operating Manual.



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## Eligibility Requirements

1. Are on the then current Executive Board; OR
2. Have served one prior full term on the Executive Board; OR
3. Have served as a recognized Local Representative, Committee, Project Team, or Convention Committee member with a letter of recommendation from a current Executive Board member.

Additionally, to be eligible to run you must not turn 30 years of age until after September 15, 2026.