



# Young Jains of America

Federation of Jain Associations in North America

A Non-Profit Tax-Exempt Religious Organization. IRS Code Section 501(c)(3) EI #54-1280028

elections@yja.org | www.yja.org

## Application for YJA Executive Board

Position: Director of Project Development

Name:

Email:

City, State:

Phone Number:

Date of Birth, Age:

## Instructions

- Applications are due Tuesday, **July 15th at 11:59 PM PST**.
  - Complete this application, incl. the associated work product - help us get to know you!
  - Check your eligibility for the position at [yja.org/elections](http://yja.org/elections).
  - You can apply to more than one position. For a list of positions and their descriptions, see [yja.org/elections](http://yja.org/elections).
- Submit **all parts** of your application by using the *Submit Application* button at [yja.org/elections](http://yja.org/elections):
  - Written application (Word Document), file name "NAME – Director of Project Development Application"
  - Resume (PDF), file name "NAME – Resume".
    - If you do not currently have a resume, please email [elections@yja.org](mailto:elections@yja.org) for instructions on what to submit instead!
  - Work product - please see instructions in the application.

## Next Steps

- If selected for an interview, we'll contact you by **email** to schedule it anytime between when you submit your application and July 30th. Please respond promptly! Interviews may take place on a rolling basis, so we HIGHLY encourage you to submit as soon as your application is completed!
- If you have **any** questions or concerns along the way, please don't hesitate to email us at [elections@yja.org](mailto:elections@yja.org). Have fun and good luck - we can't wait to hear from you!

*All the information in this application is true to the best of my knowledge. If I am offered a position on the YJA Executive Board and accept it, I will fulfill the duties of that position to the best of my ability!*

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Signature (sign or type your name)

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Date



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## Application

Please keep all responses within 100 to 200 words, unless otherwise noted.

1. Why do you want to continue your involvement with YJA as the Director of Project Development this year? What makes you most suited for this position? What are some of your strengths and weaknesses, and how would you apply them to this role?
2. Through your experience with the organization, what are some of YJA's current high-level and discrete strengths and weaknesses? How do you see yourself building on those strengths and improving upon those weaknesses as the Director of Project Development? (No more than 200 to 300 words)
3. People approach projects differently—some thrive when moving work forward independently with check-ins along the way, while others enjoy coordinating with teammates, guiding progress, and unblocking others. As Director of Project Development, you'll often be nudging timelines along, helping others stay accountable, and managing through roadblocks—like missed deadlines, communication gaps, or loss of motivation. What kind of working style do you naturally gravitate toward, and how would you apply that to managing projects and people in this role? How would you respond if a project started to fall behind due to missed deadlines or lack of follow-through? (No more than 300 words)
4. YJA's Project Teams are a collaboration between the YJA Executive Board and general members from the community serving as Project Leads on various initiatives, such as [Jains in Action](#) and [YJA Seva](#). How can we keep growing Project Teams in a way that is scalable, sustainable, and aligned to their overall objectives? For context, some current difficulties facing Project Teams include coordinating initiatives with the Executive Board, maintaining high engagement, and upholding consistent procedures and quality across all content.
5. The Director of Project Development is responsible for organizing and conducting Weekly Director Calls and regular Project Lead Calls. Additionally, they are in charge of keeping track of details and timelines for board-wide initiatives and Project Team projects. Please provide an example of a time you were in charge of a club, organization, project, etc., and how you organized your approach, delegated tasks, and made decisions while balancing competing responsibilities to meet your goals and deadlines.
6. The Director of Project Development plays a key role in aligning near-term projects with YJA's long-term vision. How would you partner with external organizations (ex. JAINA Long Range

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Planning Committee, YJA Alumni Committee) and interested donors and community leaders to bring projects to life that support YJA's long-range goals? What strategies would you use to ensure alignment, clarity, and sustainable execution across these different groups? (No more than 300 words)

7. Please list your other commitments for the 2025-2026 year.

**OPTIONAL:** If there is anything else you would like us to know about your background with Jainism, Jain communities, or Jain-related activities you have participated in, please write it below. Additionally, if you have a design portfolio online, please share the link here! Your application will not be negatively affected if you do not answer!

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## References

Please list all past Executive Board/Convention Co-Chair(s), Director of Project Development(s), and Director of Event(s) you have worked with during your time in YJA. We may reach out to them to learn more about your professional working experiences within YJA:

### **Role 1**

Year:

Executive Board or Convention Committee Position:

Executive Board Co-Chairs:

Convention Co-Chairs (if applicable):

Director of Project Development:

Director of Events:

### **Role 2 (if applicable)**

Year:

Executive Board or Convention Committee Position:

Executive Board Co-Chairs:

Convention Co-Chairs (if applicable):

Director of Project Development:

Director of Events:

### **Role 3 (if applicable)**

Year:

Executive Board or Convention Committee Position:

Executive Board Co-Chairs:

Convention Co-Chairs (if applicable):

Director of Project Development:

Director of Events:

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## Work Product

Choose between either Option A or Option B

### Background

One responsibility of the Director of Project Development is to maintain, grow, and support the creation of projects that further YJA's mission. In order to accomplish this goal, the Director of Project Development is responsible for helping create structures that allow board members to plan out projects, keep track of deadlines, and think through new ideas before they get started working on them.

### Task

Propose a new project/initiative that you would like to see YJA undertake [OPTION A] **OR** pick an existing YJA project/initiative to improve [OPTION B].

### Option A

If you are proposing a new project/initiative, outline (in no more than 1 page) what would go into that project plan to launch the idea. There is no one way to create this plan, but you can consider the following questions:

- Identify the core objectives of the project and how they align with YJA's mission and goals. How are these objectives not fulfilled through YJA's current projects and initiatives?
- What is the timeframe that you would work on the project? What is the frequency of deliverables, releases, or updates for the project?
- What steps would you go through from having the idea to launching the initiative and making it a reality? Would you test the program in any way before launching it full scale, and if so, how?
- What deadlines or milestones would you want to meet along the way?
- If applicable, who else would be involved in this project/initiative? How would you delegate responsibilities and create timelines for these different board, committee, or project team members to coordinate the final deliverable?
- What metrics would you use to measure the success of the project?

### Option B

If you are choosing an existing YJA project/initiative to improve, outline (in no more than 1 page) the key issues with the project/initiative in its current state, the changes you would propose to help revamp and improve the project/initiative, and the plan you would follow to implement those changes. There is no one way to create this plan, but you can consider the following questions:

- What are the root problems with the project/initiative as it stands today?

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- What is the timeframe that you would work on implementing these changes? What is the ideal frequency of deliverables, releases, or updates?
- What steps would you go through from having the idea for improvements to implementing the changes? Evaluate how your proposed improvements will remedy the current issues with the project.
- What deadlines or milestones would you want to meet along the way?
- If applicable, who else would be involved in this project/initiative? How would you delegate responsibilities and create timelines for these different board, committee, or project team members to coordinate the final deliverable?
- What metrics would indicate that your changes have successfully improved the project?

Examples of existing projects/initiatives can be found on the [YJA website](#) and social media, and include: [YJA Pathshala](#), [Jainism 101](#), [Young Minds](#), [Younger Minds](#), [Medium Articles](#), [Humans of YJA](#), [Networking Database](#), [Restaurants Page](#), [Recipes Page](#), [Jain Calendar](#), [Jains in Action](#), [College Chapters](#), [YJA Reflect](#) and [YJA Seva](#).

**Submit your project plan (Word or PDF) for Option A or Option B and name the file “NAME – Project Development Work Product”.**

If you have **any** questions, difficulties, or confusion, **please don't hesitate** to email us at [elections@yja.org](mailto:elections@yja.org)! We're happy to help!

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## 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 and marketing of the Convention bid packet;
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, Subcommittee, 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.

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## FAQ and Tips

### **Q: Can I apply for more than one position?**

A: Yes, you can apply for more than one position! You must submit a separate application for each position you are interested in. During your interview, we may ask you for your order of preference among the positions you applied for.

### **Q: What if I've never been involved with YJA? What if I've never been to pathshala? What if I come from a small town where we have no Jain temple, or no Jain center?**

A: There is no "required" background with Jainism to be on the Executive Board. It doesn't matter if you're from a big city or a small town, if you've been to every convention or if you just started learning more about Jainism this past year - we're looking for enthusiastic, hard-working people who are excited about helping connect Jain youth across the country, period. If that's you, apply!

### **Q: What if I don't live near a Jain community, sangh or temple?**

A: No problem! Board members have lived all over the country - sometimes even working from abroad! - without any issue. It is important to us to have the perspective of Jain youth in all different situations, including those who do not have easy access to a Jain community.

### **Q: What if I've never held a position like this before?**

A: Again, there is no "required" set of experiences to be a good fit for the Executive Board - our current board has graduate students, working professionals from various industries, college, and even high school students! We want to hear about the skills and interests you have, but there are also many that we can teach you! When thinking about what you want to apply for, look for the position description that is a good fit with both your background and your interests.

### **Q: What is a work product?**

A: The work product is an example of something that the Board member holding that position does as a part of their day-to-day YJA responsibilities. Seeing a work product helps us better understand your working style, and what you might create or do if you were in that position on the YJA Board. Work products will be looked at in the context of your application and background, so again, don't worry if you've never done something like this before! Just follow the instructions and do your best.

### **Q: Why are you asking for a resume?**

A: We've found that involvement with Jainism is not the only thing that helps us as Executive Board members - we all use skills and experiences from school, internships, and work, as well! Seeing your resume gives us a quick look into this background. No need to modify, just send us your existing resume as-is. Again, if you are in high school or college and don't have one yet, email us at [elections@yja.org](mailto:elections@yja.org)! This will not negatively affect your application.

### **Q: Should I talk about my activities or work experience extensively in my application?**

A: No need to rehash your resume in your application - use examples as appropriate, but make sure you're actually answering the questions and helping us learn more about you!

### **Q: Any other tips for application writing?**

A: Stick to the word limits - less is more! Proofread your application - typos, grammar and spelling mistakes all make it more difficult to understand what you're trying to convey.

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**Q: What does the time commitment for the Executive Board look like?**

**A:** Time commitment varies by position. Roles like Co-Chairs, Director of Events, Director of Operations, and Director of Project Development tend to be more time-intensive and usually take around 8–10 hours per week, though this can fluctuate depending on the time of year. Regional Coordinators and other Directors typically spend 4–6 hours per week, with busier periods around retreats, major events, and releases. If you have specific questions about time commitments, feel free to reach out to [elections@yja.org](mailto:elections@yja.org).

**Q: I've seen that Executive Board members travel for in-person meetings. What does this entail and are there costs involved?**

**A:** Board members typically travel at least 3 times per year. The exact timing and location of these meetings will be determined by the acting Executive Board. These gatherings are focused on planning, brainstorming, and executing the Board's goals, initiatives, and overall vision for the term. Board members are expected to cover a portion of their travel expenses, and the remainder will be subsidized by YJA. If this is a concern, your Executive Board Co-Chairs will work with you to make accommodations.

**Q: YJA Conventions take place in the summer of every even year (e.g. July 2026, July 2028, etc) — what does that mean for me as an Executive Board member?**

**A:** During a Convention year, Executive Board members also serve on the Convention Committee in addition to their usual board responsibilities. You'll take on a role that contributes to planning and executing the largest Jain youth gathering in the world! This is an exciting and rewarding part of your term, but it also means additional responsibilities and collaboration. Further details about the Convention Committee can be found at <https://convention.yja.org/board>.

**Q: Who do I contact with questions?**

**A:** For any questions about eligibility, the application process, interviews, or timeline—reach out to the Elections Committee at [elections@yja.org](mailto:elections@yja.org).

**Q: What will the interview process be like?**

**A:** If you are selected for an interview, you will be scheduled for a Zoom video interview ranging from 30 minutes to 1 hour. The interview will be transcribed and recorded for review as your application is evaluated. All recordings and transcripts will be deleted post-election cycle.

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