



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 Fundraising

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.
 - You can apply to more than one position. For a list of positions and their descriptions, see yja.org/elections.
- Submit **all parts** of your application by using the *Submit Application* button at yja.org/elections:
 - Written application (Word Document), file name "NAME – Director of Fundraising Application"
 - Resume (PDF), file name "NAME – Resume".
 - If you do not currently have a resume, please email 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. 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!

Signature (sign or type your name)

Date



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Application

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

1. Think about a time when you took on responsibility in a group or team setting—what was at stake, and how did you handle it? Now, connect that story to this role: Based on the responsibilities of the Director of Fundraising, what makes you suited for this role, and how would you grow through it?
2. Let's say we have estimated that Board expenses are estimated to be about \$20,000 for the year, a 25% increase from the previous Board year. Our Director of Finance expects this rise rate to persist for the next few years as YJA grows and as costs inflate. As Director of Fundraising, how would you approach this challenge? What would be your target, and what strategies or initiatives would you prioritize? Which groups of donors would you reach out to? (can be up to 400 words; feel free to be concise)
3. Tell us about a time when you built (or rebuilt) trust with someone—especially across differences like age, values, or communication styles. Now, how would you apply what you learned to strengthen YJA's relationship with past donors, especially across generations and geographies?
4. With YJA being an ethics and religion-oriented non-profit organization, some donors will be hesitant pledging to YJA as opposed to a more outward, impact-based non-profit. To this donor persona, how can you assure that YJA is a worthwhile organization to support?
5. Think about times when you've donated to something—or seen others feel compelled to give. What made it work? Now, bring that lens to YJA. What are 2–3 specific, creative ideas you have to increase donations to YJA this year? Be as concrete as possible: What's the concept, how would it be executed, and why do you think it would resonate with our community? (No more than 300 words)
6. Tell us about a time when you had to divide a big project into smaller parts and work with a team to get it done. What worked? What didn't? Given what you've learned, how would you structure your team (ex. board members, your fundraising committee, etc.) to keep your team motivated and accountable?
7. Think back to a time when you had to track conversations, follow-ups, or engagement with a group of people over several weeks or months (for a project, club, outreach, etc.). How did you stay organized? What worked well, what didn't, and what would you do differently if you were managing donor relationships specific to the Jain community over the course of a year?

Young Jains of America (YJA) is the umbrella youth organization of the **Federation of Jain Associations in North America (JAINA)**. The mission of YJA is to be recognized nationally and internationally as an umbrella youth organization for establishing a network to share Jain heritage and religion through youth.



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8. 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. Your application will not be negatively affected if you do not answer!

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Work Product

Background

YJA's Lifetime Supporter program invites donors to commit to giving \$365 per year—or just \$1 a day—to support YJA's long-term growth and impact. This initiative focuses on building a sustainable donor base rooted in shared Jain values, emotional connection to the YJA journey, and long-term engagement.

This initiative is still growing. Many potential supporters already believe in YJA but need the right nudge, story, or vision to convert interest into long-term giving.

Task

You are tasked with leading the growth of the **Lifetime Supporter initiative** during your board year. Draft a plan that would include a high-level strategy, a monthly project tracker, a communications plan, and toolkit. Please keep your proposal to one-page, and separately attach your project tracker and a sample of one of the materials from your recommended toolkit for the Board.

1. **High-Level Strategy**

Outline your approach to growing the number of Lifetime Supporters this year. Who will you focus on (e.g., alumni, parents, past donors), and how will you reach them? What values or messages will be central to your campaign?

2. **Monthly Project Tracker**

Create a simple monthly breakdown of tasks and milestones across the board year. This should include key moments (e.g., campaign launches, events, check-ins) that will keep the initiative on track and help you measure progress.

3. **Communications Plan**

How will you promote the initiative across platforms such as email, social media, sangh visits, and in-person conversations? How will your tone and messaging vary based on your audience (e.g., youth vs. parents)?

4. **Toolkit for the Board**

What materials would you prepare to help the rest of the board (or volunteers) confidently promote the initiative in their own sanghs, families, or social circles? This could include templates, talking points, visual assets, or outreach scripts. Create a sample for an audience of your choice.

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Submit your proposal, project tracker, and sample in three files with the file title "NAME - Fundraising Proposal", "NAME - Fundraising Project Tracker", and "NAME - Fundraising Sample".

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

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Position Description

The primary duties of the Director of Fundraising shall include, but not be limited to:

1. Seeking effective ways to make the Organization financially self-sufficient;
2. Strategizing, planning, and implementing fundraisers, such as the annual Giving Tuesday fundraiser, trustee matching, corporate matching, crowdsourcing, competitions, sangh presentations, and individual and business outreach
 - a. Coordinating and encouraging fundraising projects with Executive Board members, Committee members, and Local Representatives from various sanghs and regions;
 - b. Creating and maintaining a list of fundraising projects with specific goals and deadlines;
 - c. Reviewing list(s) of previous fundraising projects to determine successes and suggests improvements;
3. Maintaining YJA's master donor list in conjunction with the Director of Community Relations;
4. Reaching out to past and prospective donors through phone calls for funds and to maintain relations with these donors;
5. Maintaining consistent communication with the Organization's donors and ensuring timely follow-up, including at a minimum but not limited to:
 - a. Working with the Director of Finance to send tax receipts;
 - b. Calling (preferred) or emailing to thank a donor after every donation; and
 - c. Managing the creation and sending of a quarterly donor newsletter.
6. Collaborating with other board members in various ways including:
 - a. Finance: confirm donation receipt and process donations;
 - b. Technology: creating and maintaining fundraising platforms on the YJA website;
 - c. Marketing: posting fundraiser initiatives via social media;
 - d. Community Relations: sharing fundraising initiatives via the quarterly email newsletter;
 - e. Events and Regional Coordinators: sangh introductions and help with fundraising within their regions;
 - f. Co-Chairs and DoPD: alignment, strategy support, help with keeping the board energized for fundraising, and calls with high value donors.
7. Leading board efforts on consistent outreach to and communication with:
 - a. Sangh Executive Committees and leaders; and
 - b. YJA Board and Convention Committee alumni;
8. Leading creative fundraising projects by working with other directors as needed, executing initiatives, and managing relevant communications;
9. Collaborating with YJA Project Teams as needed to support fundraising initiatives (e.g., College Scholarship);
10. Utilizing a committee as needed to support these initiatives; and
11. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

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Eligibility Requirements

1. Minimum age requirements:
 - a. Are a minimum of eighteen (18) years of age (as of July 31, 2025); OR
 - b. Are a minimum of sixteen (16) years of age (as of July 31, 2025) and have either:
 - i. Served as a recognized Local Representative, Subcommittee, Project Team, or Convention Committee member with a letter of recommendation from a current Executive Board member; OR
 - ii. Submit, with their application, a letter of recommendation from a member of the executive committee from their local Jain center.
2. Maximum age requirements:
 - a. Are not 30 years of age until after September 15, 2026.

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