



# Young Jains of America

Federation of Jain Associations in North America

## 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.