**Application For YJA Executive Board**

 **Position: Director of Fundraising**

**Name:**

**Email:**

**City, State:**

**Phone Number:**

**Date of Birth, Age:**

**Times Available for Interviewing** (i.e. Mon evenings)**:**

**Instructions**

1. **Director** applications are due **Wednesday, July 10th** 11:59 PM PST.
2. Complete this application, including the associated work product - **help us get to know you!**
	* **Check your eligibility for the position at** [yja.org/elections](https://yja.org/elections)**.**
	* You can apply to more than one position. For a list of positions and their descriptions, see [yja.org/elections](https://yja.org/elections).
3. Submit **all** parts of your application by using the **Submit Application** button at [yja.org/elections](https://yja.org/elections):
	* Written application (Word Document), file name “NAME – Director of Fundraising Application”
	* Resume (PDF), file name “NAME – Resume”.
		+ If you are in high school or college and 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.
4. We’ll contact you by **email** to schedule an interview. This email could come anytime between when you submit your application and July 24th - please respond promptly! Interviews will take place on a rolling basis - we HIGHLY encourage you to submit as soon as your application is completed!
5. 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 of 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) Date**

**Application**

*Please limit each answer to* ***no more than 150 words****.*

1. Based on your prior experience and what you know about YJA, what drew you to apply for Director of Fundraising?
2. To raise funds in the past, YJA has initiated projects such as Giving Tuesday and Sangh Day. What ideas do you have for specific fundraising projects that YJA can pursue?
3. As an ethical, non-profit, and religiously affiliated organization, how can we take our mission-oriented fundraising to the next level in the short-term and long-term?
4. YJA strives to serve youth, local sanghs, and the comprehensive Jain community nationwide. What purpose do you believe fundraising serves as a function this executive board?
5. Re-engaging alumni has always been a challenge. How do you plan on tackling this task?
6. Please list your other commitments for the 2019-2020 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!

**Position Description – Fundraising**

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

1. Seeking innovative ways to make YJA financially self-sufficient;
2. Initiating and coordinating fundraising projects with Executive Board members and Local Representatives from various sanghs and regions;
3. Maintaining consistent communication with YJA donors and ensuring timely follow-up;
4. Leading board efforts on consistent outreach to and communication with Sangh Executive Committees and leaders and YJA Board and Convention Committee alumni;
5. Creating and maintaining a list of fundraising projects for the year with specific goals and deadlines;
6. Reviewing list(s) of previous fundraising projects to determine successes and suggests improvements;
7. Maintaining YJA's donor database;
8. Creating a list of potential advertising companies for YJA's website and Young Minds;
9. Locating Jain friendly organizations willing to partner at YJA's events;
10. Developing long term relationships with businesses and organizations that share Jain values;
11. Identifying areas of saving resources by utilizing YJA's non-profit status; and
12. Fulfilling their individual obligations as set forth in the YJA Operating Manual.

**Work Product**

**Background**

Before beginning this work product, take a moment to familiarize yourself with Giving Tuesday: <https://www.givingtuesday.org/about>.

As it so happens, Giving Tuesday is one of YJA's biggest fundraising events of the year. This is when we raise the bulk of our operational funds and is one of the most important projects for the Director of Fundraising.

**Your Task:**

Draft a plan that would include pre-launch preparation, launch management, and post-launch consolidation of YJA's Giving Tuesday campaign. Make sure to include the following:

* An organization plan
* An example email template of outreach to a friend
* A PR plan
* A plan for post-campaign evaluation

**Submit the draft emails and explanatory text in one file with the file title "NAME - Fundraising Work Product".**

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

**FAQs 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 will likely ask you what is 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 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 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 allows us to 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, work etc. 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! This will not negatively affect your application.

**Q: Should I talk about my activities or work experience extensively in my application?**
A: Don’t rehash your resume in your application. No need to provide us lists of your activities or accomplishments in application answers - use examples as appropriate, but first and foremost make sure you’re actually answering the questions and helping us learn more about you!

**Q: Is the word limit a hard restriction or an approximate guideline?**
A: Stick to the word limits. Less is more!

**Q: Any other tips for application writing?**
A: Proofread your application - typos, grammar and spelling mistakes all make it more difficult to understand what you're trying to convey.