**Responsibilities (Fundraising Unit)**

1. Raise funds for all the programs of YDF through different fundraising strategy
2. Develop new ideas or strategies to attract and sustain donors for all the fundraising schemes. Proposals writing for funding opportunities
3. Setting up appointments for presentations
4. Creating online database system for the fundraising schemes
5. Maintain and monthly update of donor’s database (online database and filing of letters, standing instructions) and correspondence with them
6. Produce timely newsletter of the organization
7. Assist in maintaining the organization’s social media pages (YDF and Fundraising) and updated information
8. Maintain and record all necessary accounts for the programs and submit/report accordingly to the Finance Unit
9. Sending out tax receipts, thank you cards and greetings to the donors/partners
10. Correspondence with the banks for submission of standing instruction and correction/rectification as and when required
11. Coordination and implementation of fundraising events/schemes, meetings with partners/donors and sending out thank you cards and letters
12. Correspondence (networking) with International Advisory Council Members
13. Producing and sending reports to the Secretariat, donor agencies/partners
14. Recommend specification for procurement of office equipment for fundraising and verification (writing memos, note sheet)