

		SSVP South Africa - National Fundraising Officer
		Duties and Responsibilities
		Revision No 4 - October 2022
		Issued for Online Members Usage
Item #	Management Function	Duty, Responsibility, Instruction or Action
1	Appointments	Look out for suitable office bearers that could serve on the National Fundraising Committee
1,1		Emphasise the need for succession plans for treasurers and financial reporting officers throughout SSVP in thought, action and example
2	Leadership	Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members
2,1	Obedience	Adheres to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
2,2	Leadership	The lead role of the National Fundraising Officer guides the activities of the Exco and the National Council in fundraising matters and to nurture and encourage all to take up their roles and responsibilities in the management of SSVP SA. This delagative emphasis is to ensure that the entire national leadership participate and share the workload and grow together to in a Vincentian Spirit. SSVP leadership is the ability of a single individual through his or her example, Christian/Vincentian behaviour and actions to inspire and motivate others to higher levels of shared achievement and personal santification.
2,3	Delegation	Delegates required actions to the appropriate Exco Office Bearers or the appropriate Central Council Treasurers as and when required to ensure that SSVP fundraising management is optimised
2,4	Prioritisation	Concentrates on fundraising and associated actions to ensure that the Society's financial status is in good standing and aligned with SSVP and Government requirements
2,5	Discernment and Communication	SSVP Servant Leadership requires inclusive listening and the discernment of the sometimes hidden complexities of the issues raised. In SSVP we walk with the poor and each other together wherever and whenever possible. Conflict is managed with Christian empathy and understanding and never to gain the advantage for our personal viewpoints. The democratic collective will of the group is to be adhered to with Christian humility with the Servant Leader only deciding actions that are deadlocked.
2,6	Spiritual	Jesus provided the perfect example of Servant Leadership in the washing of the feet of his Apostles. Jesus then sent his Apostles out to do his work as we are sent today to serve the poor in humility knowing we have God's blessing. Vincentians have a special invitation from God to give expression to the beatitudes in our lives through works of charity serving in hope for a future that is not here yet. Vincentians align our hope and faith with the development of a personal and group prayer life that allows time to listen to God, hear his wishes and act on them.
3	National/Central Council Management	The National Fundraising Officer to direct and coordinate the activities of the National Fundraising Committee to achieve the outcomes set and agreed by the National Council including:
3,1		Provides fundraising input to the SSVP national planning diary that schedules the compulsory and recommended activities for the year
3,2		Recruit suitable people from within and outside of SSVP to serve on the National Fundraising Committee (NFC)
3,3		NFC recommended to include the National President/Vice President, National Treasurer, National Twinning Officer as appropriate
3,4		Agree the structure and modus operandi in liaison with the NFC and the approval of National Council
3,5		Compile a draft SSVP National Fundraising Proposal Document and issue to National Council for review and approval
3,6		The NFC to develop the approved fundraising implementation strategy for a fixed period
3,7		Monitor actual progress against planned progress, summarise in a fundraising report which is issued to National Council periodically
3,8		Review the current approved National Fundraising Plan progress on an ongoing basis and update periodically
3,9		Liaise with National President, National Treasurer and executive on financials matters
3,10		Systematic, periodic written and oral communication with all Central Council Treasurers
3,11		Periodically visits Central Council Treasurers and attends Central Meetings and as requested to address issues
4	Development Management	Meet with the National Development Officer and the National Business and School Twinning Officers to discuss the financial elements of development projects
4,1		Confirm which financial development options are to be pursued in the coming year
4,2		Review the progress of the initiatives and identify any corrective actions required
4,3		Confirm the required input from other SSVP members and office bearers are required to enable correction actions
4,4	Partnerships and Networks	Encourage and monitor the building of partnerships and networks through the development and communications officers within parishes and the diocese. Cooperative relationships with other faith groups, civic communities and benefactors to be nurtured to ensure that SSVP highlights the needs of the poor and vulnerable across a widespread of communités.