



Association of Fundraising Professionals Indiana Chapter (AFP-IC) MENTOR PROGRAM

Mentor Statement of Expectations

I am an AFP member and a Master Practitioner with at least 10 years experience in fundraising, and meet the qualifications to be an AFP-IC Mentor. I understand that my responsibilities include but are not limited to:

- ✓ Commit to program for a one year period
- ✓ Establish goals/expectations of this relationship regarding: time commitment, personal goals, expectations, activities to include, and method of communication
- ✓ Be a role model, advisor, and leader
- ✓ Provide emotional support and encouragement as demonstrated by your example
- ✓ Demonstrate commitment, competence and willingness to share knowledge
- ✓ Clearly articulate suggestions to the mentee
- ✓ Respond to calls and emails from mentee in a timely manner
- ✓ Communicate with mentee by phone and email regularly
- ✓ Invite mentee to all chapter events
- ✓ Alert mentee to other trainings or events as appropriate
- ✓ Share personal experiences that are relevant
- ✓ Help mentee to network with others
- ✓ Make mentee aware of resources available ie: COP, IFRS, AFP International Member benefits, Board Source and fundraising related websites
- ✓ Listen & provide specific feedback
- ✓ Respect the confidentiality of mentor/mentee conversations.
- ✓ Keep journal on types of topics or discussion areas
- ✓ Provide feedback to coordinators for use in refining program.

HOW MENTOR CAN HELP

Develop strategies
Assist in creating development plan
Share specific experiences
Clarify what works/what doesn't
Build mentee's self-confidence
Teach
Offer feedback
Help mentee formulate professional goals

Celebrate mentee's successes large & small
Encourage mentee to ask questions
Encourage mentee to express ideas on handling situations & confirm when appropriate
If you don't know answer, say so and help research solution

Signature _____ Date _____