

AFP Professional Mentoring Program

MENTOR 2020 Application



Association of Fundraising Professionals - Greater Arizona Chapter
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<https://community.afpglobal.org/afpazgreaterarizonachapter/home>

**AFP Greater Arizona Chapter
Professional Mentoring Program**



MENTOR

**AFP Greater Arizona Chapter
2020 Professional Mentoring Program**

Dear Mentor Applicant,

Mentoring young or inexperienced professionals is an investment in the future of our industry and in the success of the future workforce. It's a way we can influence the current culture and ensure that our industry reflects the best of values.

While a mentor might use coaching techniques when working with mentees, coaches aren't necessarily mentors. Coaching is a set of skills and behaviors; mentoring is fundamentally relationship based...a mentor shares personal experiences and may recommend actions.

Research has often found that effective mentoring not only advances the mentee but also rewards the mentor. In fact, most successful leaders and managers will tell you they had great mentors and will attribute significance to those relationships in supporting their career trajectory. If we're lucky, we'll have the chance to be both throughout our careers.

Yet, most of us didn't grow up dreaming of being fundraisers, nor did we study fundraising in college. When you ask a fundraising professional how they got into the field, more often than not, you'll hear some variation of, "Well...I just fell into it!"

So, it makes sense that fundraising professionals typically learn on the job. With this in mind, 24 years ago, the Greater Arizona Chapter developed the Mentoring Program for professionals new to the field. Now adopted as a model by AFP International, this year-long program offers new fundraising professionals the foundation they need for a successful career.

The AFP Mentor program is designed for professionals that are newer to the field (1-5 years) – whether a young professional or one making a career change.

Over the course of a year, AFP Mentees will:

- Participate in educational workshops covering key fundraising topics and skills to expand their knowledge and experience
- Be matched with a veteran professional mentor
- Grow their network in the fundraising community
- Plan and execute a strategic fundraising-related project for their organization
- Present their final project to an audience of fundraising professionals
- Develop a solid foundation for a successful career in the fundraising field

Effective mentoring can be rewarding for both mentees and mentors. AFP Mentors can expect to experience a variety of personal and professional benefits that may include:

- Improving communication or supervisory skills. Working with a mentee, provides an opportunity to practice necessary skills, including empathy and active listening.
- Expanding connections and networks – building teamwork and communication with peer professionals
- Promoting self-reflection. Mentoring provides an opportunity to reflect not only on what you have achieved but also on how you got there. Asking questions of a mentee often supports deeper insights on your own learning path and achievements.

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- Creditability and prestige of being a chosen to participate in the highly regarded AZ Greater AZ Chapter Professional Mentoring Program
- Pride of having an employer that is willing to support their employee as a mentor in furthering the future of the nonprofit professionals
- Opportunity to lend their experience and skills as an investment in the future of the fundraising profession
- Make a significant impact on an individual who is embarking on a new career
- Establish variety of professional relationships for long term association
- Public recognition for the mentor and their employer (certificate, newsletter, monthly meetings)
- And more....

Thank you in advance for your dedication and commitment to cultivating the future professional fundraisers. We greatly appreciate your interest in becoming a 2020 AFP mentor and look forward to working with you. If you have any questions or need additional information, please don't hesitate to contact the AFP Greater Arizona Chapter at admin@afpaz.org or (480) 990-1887.

Sincerely,

AFP 2020 Professional Mentoring Committee Members

KEY DATES FOR REFERENCE:

- ▶ AFP Mentor-Mentee commitments will begin in January 2020 and completed December 2020
- ▶ Mentor applications due no later than Friday, December 20, 2019
- ▶ Mentee/Mentor assignments will be communicated no later than Friday, January 24, 2020
- ▶ Required Orientation for Mentor and Mentee is Wednesday, February 5, 2020 3-4:30 p.m.
- ▶ Mentee Final Presentation and Graduation, Mentor Recognition will be in November 2020

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Criteria and Commitments

Mentor Requirements:

1. Mentors are required to be a current AFP member in good standing or an applicant for membership in the Greater Arizona Chapter
2. Be employed in a full-time professional position where fundraising is a primary job responsibility.*
3. Have more than five years' experience in the fundraising profession.
4. Mentors are preferred** to have_CFRE, ACFRE, or FAHP designation
5. Mentors will have demonstrated a history of active service to the profession and community
6. Maintain a timely and open line of communication with the AFP Mentor Committee as to any concerns, changes, successes or challenges related to their mentee.

**Carefully evaluated positions that are less than full-time or combine volunteer positions in fundraising may be considered for equivalency.*

***Exceptions may be allowed based on experience*

Mentor Time Commitment*:

**Estimated – will vary as determined between each mentor/mentee*

- **Mentor Commitment** is aligned with the Program Timeline, beginning in February 2020 through December 2020.
- **Mark your Calendar NOW:** The **Orientation** is **REQUIRED** for all Mentors and Mentees. It will be held on **Wednesday, February 5, 2020 from 2:30 p.m. – 4 p.m.**

Time Commitment: 2 hours

- **Monthly Meetings and AFP/Industry Related Engagement:**
Mentors are required to meet with their mentees at least once per month for a minimum of one hour. Additional time allocation is based on mentor/mentee availability and determination of desire and need between the pair. Meetings are ideally completed face to face to establish an in-depth mutually beneficial relationship. However, mentors/mentees can best determine the most ideal option for their meetings.
 - Mentors should also invite and encourage Mentees to join them and/or attend AFP related activities to further their learning experience.
(Mentors are not expected to pay for or cover any costs related to these activities)
 - Mentors should support mentee's workshop participation ensuring they prioritize their attendance so as to not risk being dismissed from the program and to gain the greatest level of education and information offered by the expert speakers.

Mentee/Mentor Match: Every effort will be made to match mentees with mentors based on the needs of the mentee, the mentors' areas of expertise, and the type of organization for which they both work as well as other key partnership considerations.

Time Commitment: 1 to 2 hours per month estimated

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▪ **Fundraising Service Project:**

Mentees are required to complete a fundraising service project that is focused on a component of their organization's annual fund effort. Mentors will help mentee identify the best project based on the organization's needs, learning objectives and timeline involved. They will also provide guidance in writing the project outline including the purpose, responsibilities and outcomes for consideration and approval by their organization as well as review and approval by the Professional Mentor Program committee.

- Mentors will offer continued guidance on the direction and fulfilling the desired results of the project.
- Mentors will support the mentee in finalizing the project and preparing their presentation at the end of year Graduation
- Further information on the fundraising service project can be found in the program guidelines.

NOTE: Mentors are NOT consultants to the organization or the mentee. They are NOT expected to volunteer their time or services toward the organization or the service project, but rather to provide advice and support to the INDIVIDUAL mentee as they prepare and execute the project.

Time Commitment **Time Commitment:** 10-15-hours-cumulative estimated based on reviewing and offering feedback on project throughout the year

- **Core Curriculum Workshops:** Mentees will be required to attend a full schedule of Workshops that range from 3-5 hours each. Mentors are always invited to attend any of the presentations as guests and in support of their mentee.

Note: Mentors are required to attend the Mentee Final Presentation and Graduation

Time Commitment: Optional

Mentor Expectations:

- Mentors are expected to make every reasonable effort to schedule convenient and appropriate time with mentees.
- Mentors are required to attend the Mentee Final Presentation and Graduation
- Mentors are expected to conduct themselves in a professional manner including timeliness, communication, dress code, conduct, etc.
- Mentors are required to comply the AFP Code of Professional Conduct
- Report any changes in their job, employment status or other professional circumstances that relate to their position as a Mentor to the AFP Mentor Program Committee. The Committee will work with them to accommodate any reasonable changes.
- Provide current emails and phone numbers for everyday access.
- Failure to meet appropriate levels of professional expectations may result in the mentor being dismissed from the program and the mentee reassigned to a new mentor.

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Name: _____

Employer: _____

Position Title: _____

How long have you been employed at your current organization? _____

Primary Sector Focus:

- Human Services Arts & Culture Healthcare Education Sports Faith Based
 Other _____

Work Address: _____

Telephone: _____ E-mail: _____

Alternate Telephone: _____ Alternate E-mail: _____

Employer Information

Current Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Address: _____

Supervisor's Telephone: _____ Email: _____

The following will help us when considering a mentee match:

- Is your employing organization a 501(c)(3) non-profit? _____
If not, please explain _____
- How many years has your organization been in existence? _____
- How many full-time staff does your organization employ? _____
- What is the annual budget of your organization? _____
- What is your organization's current year fundraising goal? \$ _____
- What percentage of the annual budget is contributed income? _____%
- Other primary sources of income include: _____

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Professional Information

1. How long have you been a member of AFP? _____
If applicable – what other AFP Chapter(s) have you been engaged in as an AFP Member?

2. Have you participated as an AFP Mentor or Mentee in the past? [] Yes [] No
[] Mentor Year(s) _____ [] Mentee Year _____
[] AFP Greater AZ Chapter [] Other AFP Chapter _____
3. Number of years of experience in fundraising: _____
4. Is your primary responsibility fundraising? [] Yes [] No
What percentage of your time do you spend on fundraising? _____%
5. What area below do you consider a strength in your experience and knowledge. Your response to this section will help the Mentoring Program Committee select a mentee.
_____ Annual Giving _____ Strategic Planning
_____ Major Gifts Fundraising _____ Stewardship
_____ Corporate and Foundation Relations _____ Prospect Research
_____ Development Finance & Accounting _____ Grant Writing
_____ Capital Campaign Fundraising _____ Special Events
_____ Organizational Development _____ Development Ethics
_____ Board Development & Training _____ Volunteer Training
_____ Planned Giving / Endowment Building
6. You will be paired with a mentee for the entire program. What would you look for in an ideal mentee personally and professionally? What additional information would be helpful to the Committee when selecting the best possible match for you.

Applicant's Agreement

Applicant Initials _____ I have read the criteria and time required and confirm my employment and experience information provided in this application is true and accurate as of this date.

Applicant Initials _____ I fully understand and agree to the commitments and expectations of the AFP Greater Arizona Chapter Professional Mentoring Program.

Applicant Initials _____ I understand that decisions on acceptance to the program are made by the AFP Professional Mentoring Program Committee and are final.

Applicant Signature _____ Date _____

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- ***Applications are due by Friday, December 20, 2019***
- The application may be downloaded from the AFP Greater Phoenix Chapter website <https://community.afpglobal.org/afpazgreaterarizonachapter/education/new-item3>
- **Return completed and signed application and the initialed Fact Sheet, with attachments to:**
 - AFP - Greater Arizona Chapter
 - c/o Mentoring Program Committee
 - 7375 E. 6th Avenue, #9
 - Scottsdale, AZ 85251
- **Required Attachments:**
 - Personal Statement of why you want to be considered as a Mentor for the AFP Professional Mentoring Program. (No more than one page).
 - Your Bio/Resume
- Questions? Please contact the AFP Greater Arizona Chapter Administration at admin@afpaz.org or (480) 990-1887.

For AFP Use only:

Date Application Received: _____

Name of AFP representative who received application: _____

Approved by AFP Mentor Program Committee: YES NO

Date Communicated Application Results to Mentor: _____

Name of AFP representative who communicated results: _____

Notes: _____