

**2018/2019 AFPOC Mentor Program**

**Components of Success**

**The Fundraising Service Project Definition:**

A service project is to focus on building and implementing a component of a comprehensive fund development plan in the area of your organization’s annual fund, major gifts program, planned giving program, grant writing or capital campaign. Potential projects will be identified by the mentee in consultation with their mentor. Final projects will be implemented by the mentee with guidance and advice by the mentor.

**The Fundraising Service Project Will:**

1. Focus on one or more components of the mentee’s organization’s development plan and goal of the project should positively impact the plan
2. Be accomplished within the six-month timeframe: August- February
3. Have measurable goals and results
4. Be approved by the mentee’s supervisor and mentor.

**The Initial Project Description (Due to mentors by August 15)**

1. Explain why the project is important to the mentee’s organization.
2. Identify the component(s) of the development plan the project will impact.
3. Have a goal statement stating clearly what the project is meant to accomplish.
4. Have action steps that describe how the project will be conducted.
5. List specific outcomes that describe what will happen and/or be present if the project is successful.
6. Be no longer than three type-written pages.

**Mentee Responsibilities:**

* Take the first step in contacting your mentor
* Be prepared for your mentoring sessions
* Establish a mutually agreeable plan for mentoring sessions
* Focus on the relationship, rather than the outcomes
* Ask direct questions about what you most want to know
* Listen with an open mind
* Take notes
* Provide context and brief updates to help your mentor to understand you
* Respect your mentor’s boundaries
* Follow-up on agreements

**Mentor Responsibilities:**

* Be accessible, supportive and a good listener
* Take interest in the mentee’s professional development
* Be open and willing to share insights and experiences
* Stretch your mentee beyond their comfort zone
* Provide consistent and honest feedback
* Find a way to help your mentee achieve their goals

**Questions? Contact Co-Chair Alan V. Pearson, CFRE,** **Alan.Pearson@BlueLetterBible.org** **or Co-Chair Dominic Mumolo,** **dmumolo@lcad.edu**