

# AFP MENTORSHIP PROGRAM HANDBOOK



## Program Contacts:

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Welcome to the Mentorship Program of the Southern Arizona Chapter of AFP!

Our Mentorship Program is a benefit of chapter membership. It is designed to support members who are interested in professional development, or giving back, through the participation in supportive one-on-one Mentee/Mentor relationships.

## Goals of the program:

- To help strengthen the skills of the Mentee, support professional and career development, by identifying and working on specific areas of the Mentee's practice or skills.
- To help develop and strengthen the personal attributes necessary to have a successful career in philanthropy.
- To provide early and mid-level professionals with the opportunity to expand their skill set to new areas of philanthropy and leadership.
- To provide the Mentee with a leader in the philanthropic sector to act as an advocate and sounding board for the Mentee.
- To provide the Mentor with an opportunity to give back to the profession and help shape the development and career of a Mentee.

## Leadership:

The AFP, Members as Resources Committee Co-Chairs oversee the Mentorship Program.

The Co-Chairs match Mentees and Mentors after they have met each other at an introduction reception and provided feedback confidentially about three participants they would like to be paired with AND anyone with whom they prefer not to be paired.

Once enrolled, the Mentor Co-Chair and Mentee Co-Chair will maintain contact with you to monitor progress and be available to you if you have any concerns or questions.

## Participation:

### **Mentors and Mentees make the following agreements upon entering the program:**

- Commit to participate for one full year.
- Meet in person at least once a month.
- Communicate by telephone, e-mail or text between in-person meetings.
- Read the Mentoring Program description given to them at the beginning of the Program and abide by them.
- Notify their respective Co-Chair if a problem of any sort arises during the Mentorship Program.
- Attend Mentorship Program meetings and activities sponsored by the AFP Chapter and the Mentorship Program.
- Complete the Mentorship Program evaluation.

### **Mentor requirements for participation:**

- Have a minimum of 5 years professional experience in philanthropy
- Believe that a mentoring relationship can be an important component of professional development
- Commit to support your Mentee in whichever way is most beneficial for them

### **Chair or Committee member commitment:**

- Commit to participate in Program management and evaluation
- Commit to meet as needed to manage the Mentorship Program
- Commit to being in touch with Mentors and Mentees regularly during the year
- Commit to serve as an unbiased mediator, as necessary, with any Mentor/Mentee team
- Commit to make recommendations based on Mentorship Program evaluation
- Commit to participate in mentor coaching sessions, as needed