

FLORIDA CHAPTER

APRA-FL MENTORSHIP PROGRAM

Welcome Packet



WELCOME!

Thank you for participating in our Mentorship Program. Apra Florida has developed this program as a benefit to chapter members. Whether you are a mentor or mentee, you will have opportunities to connect with other prospect development professionals and organizations.

GOALS

The goal of the APRA-FL Mentorship Program is to provide members with the opportunity to partner with experienced research professionals who can offer support, guidance and assistance with research strategies and resources. The Mentorship Program will make every effort to match individuals with a seasoned professional who is experienced in the area(s) of need that you wished to be discussed. We will do our best to find you the best fit between Mentee and Mentor using the mentee's interest areas expressed on their Apra-FL Mentorship Program application.

BENEFITS

MENTORS



- Give back to your fellow Apra members and the prospect development field
- Raise awareness of the profession in the fundraising industry
- Enjoy networking opportunities with different organizations and professionals
- Strengthen your interpersonal relationship skills
- Reflect on your own practices

MENTEES



- Learn about the profession from more experienced colleagues
- Develop prospect development skills and learn new ideas, concepts and perspectives
- Develop networking opportunities within the prospect development community
- Clarify and enhance your career direction
- Increase confidence in dealing with new or challenging issues

RESPONSIBILITIES AND EXPECTATIONS



GENERAL

- Current active member of APRA-FL
- Currently employed in a field in which prospect development is at least 50% of role
- Willing to make a one-year commitment to the mentoring program
- Committed to upholding the professionalism of prospect development and adhering to APRA International's Statement of Ethics
- Able to keep information between mentor/mentee confidential



MENTORS

- Two years of direct experience in prospect development
- Willing to learn as well as share; provide consultation in technical skills, problem solving, planning, implementation and evaluation
- Responsive to mentee's questions and meeting requests



MENTEES

- Willing to contact and work with the mentor's schedule regarding convenient meeting times, dates, locations, etc.

Professional Development DIRECTOR

- Introduce mentor and mentee via email, provide the Welcome Packet and answer any questions regarding the Mentorship Program
- Send the Initial Meeting Worksheet once the first meeting has been scheduled
- Initiate a quarterly-year check-in with mentor and mentee
- Complete an individual, confidential review upon completion of the one-year mentor/mentee relationship

TIME COMMITMENT

- Average 1-3 hours per month, including preparation, travel, and meeting time (in-person or over the phone) for both mentor and mentee

INITIAL MEETING



The initial meeting is an opportunity to get to know each other and set the tone for the mentoring relationship. **The mentor will make initial contact with the mentee and set up the first face-to-face meeting, which should last 1-2 hours.** Agreeing on expectations/goals is essential to a fulfilling experience. Be flexible and work out logistics in a way that meets both of your needs.

The mentor will contact the Professional Development director once the initial meeting is scheduled. The director will enter this date as the start of the one-year mentoring relationship and provide the mentor with an Initial Meeting Worksheet.

ONGOING MEETINGS



MENTORS

- Listen carefully to mentee's requests and provide guidance and practical prospect development advice
 - Encourage participation in Apra events, conferences, webinars, etc.

- Help the mentee build a network of prospect development professionals
- Forward useful articles and information
- Reach out to other local Apra members and colleagues as needed to answer mentee's questions
- Formalize expectations, define goals and establish frequency of contact as well as contact preferences (phone, e-mail, face-to-face meetings) at initial meeting
- Communicate any issues or changes in the mentoring relationship to the Mentoring Program director
- Report on the mentoring experience/progress with the Professional Development director mid-way through the one-year commitment



MENTEES

- Take the initiative to suggest topics/questions to be covered prior to each meeting, emailing about various real-life research scenarios and soliciting ideas.
- Ask questions, even if they seem as though they are outside your mentor's experience
- Communicate any issues or changes in the mentoring relationship to the Professional Development director
- Report on the mentoring experience/progress with the Professional Development director mid-way through the one-year commitment

POTENTIAL TOPICS (NOT AN EXHAUSTIVE LIST!)

Job description

Budget

Resources

Research strategies

Research requests

Profiles

Prospect Management

Reporting

Campaign Preparation

Proactive Research

Databases and software

Working with development officers

AFTER THE ONE-YEAR PROGRAM



Sometimes a mentor or mentee will think it would be helpful to extend the relationship for an agreed-upon length of time. You may formally extend the relationship for an additional 6 months. Reach out to the Mentorship Program director to ensure that you continue to be matched.

During this inaugural period, so the mentor should be direct with the mentee about when to complete your formal mentoring relationship, but keep the door open for continued professional networking.

The program director will follow up with mentors and mentees on an individual and confidential basis regarding effectiveness of the program. Feedback will be used for continuous improvement of the program.

CONTACT

If you are an APRA-FL member and interested in being assigned a Mentor, or if you wish to become a Mentor, please complete an application form, which you can find on the Web site at <https://www.aprafl.org/>. Please return the form to:

Professional Development DIRECTOR

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MENTORING PROGRAM COMMITTEE

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