



## APRA-SW Mentor Program Description and Purpose

The APRA-SW Mentor Program exists to enrich our community of fund-raising professionals through individuals sharing expertise, technical skills, and planning and problem-solving techniques with each other. The plan for the Program, to be implemented over a period of time, will take on that goal through different processes.

### Direct Match for 6-12 Months

The first segment of the program is a one-to-one match. In this area, participants desiring to be broadly mentored over 6-12 months by a more-experienced colleague, as well as those willing to mentor, apply through the Mentor Program Liaison ([A.Heitz@TCU.edu](mailto:A.Heitz@TCU.edu)). The application asks both mentor and mentee their preferences, and the Mentor Program Liaison matches individuals as closely as possible.

Both mentors and mentees are expected to adhere to a particular set of guidelines.

Either mentor or mentee may ask the Mentoring Program Liaison for reassignment at any time and for any reason, but must be willing to share the reason; the Liaison will make such reassignments as needed and will keep the requestor's reasons confidential.

### Short-Term Mentoring by Expertise *(Available Soon)*

The second segment of the APRA-SW Mentor Program helps participants seeking immediate assistance within a particular area of expertise, instead of offering longer-term mentoring. The online APRA-SW directory will highlight members who are experts in various fields and who are willing to help others in those areas. (Until the directory goes online, those seeking topical advice should contact the Mentor Program Liaison ([A.Heitz@TCU.edu](mailto:A.Heitz@TCU.edu)), who will facilitate these short-term matches.)



## APRA-SW Mentor Program Direct-Match Guidelines for Mentors

Mentor must:

- Be a member of APRA-SW.
- Conduct mentoring in accordance with the APRA International Code of Ethics.
- Have at least two years direct experience in prospect research or a related field.
- Be willing to make a 6-12 month commitment to the program.
- Contact the Mentoring Program Chair/representative if changes in the agreement are made.
- Be willing to share expertise and provide consultation in technical skills, problem-solving, planning, implementation, and/or evaluation as arranged with the mentee.
- Agree to the confidentiality statement on program sign-up materials.

Mentors are not expected to provide internships or jobs for their mentees, and mentees are not to ask for such opportunities. However, mentees who know their mentors well may ask them to serve as references in their job searches. It is also acceptable for a mentor to hire a mentee once the chapter Mentor Program pairing has ended.

### Time Commitment

The specific amount of time each mentor commits varies considerably. It depends to some extent on the relationship established between the mentor and mentee, as well as matched interest areas and career paths.

### Communication

Mentees are responsible for initiating contact with mentors. Mentors who have not been contacted by a mentee 2 weeks after assignments are made should contact the chapter Mentor Program Liaison.

Upon initial contact, mentors and mentees should establish the means and method of future contact, including amount of communication expected and the anticipated frequency. It is perfectly acceptable to communicate by e-mail only, and on an as-needed basis. Any additional meetings should be determined on an individual basis between the mentor and mentee.

At the minimum, mentors should communicate with mentees by e-mail, answering questions and relating the mentor's career to mentee's education or goals. Please respond to mentee's e-mails in a timely manner, within 3 business days (even just to say you will respond at a later date).

Communication regarding specific identified prospects and/or proprietary data of either person's institution is not allowed under any circumstances.

### Types of Meetings

For mentors and mentees wishing to expand beyond e-mentoring, here are some activity suggestions:

- Meet at the APRA-SW Conferences or other professional gatherings.
- Meet for coffee or lunch.
- Take the mentee on a tour of the mentor's workplace.



## APRA-SW Mentor Program Direct-Match Guidelines for Mentees

Mentee must:

- Be a member of APRA-SW.
- Be willing to make a 6-12 month commitment to the program.
- Adhere to the APRA International Code of Ethics.
- Initiate contact with the mentor.
- Agree to the confidentiality statement on program sign-up materials.

Mentors are not expected to provide internships or jobs for their mentees, and mentees are not to ask for such opportunities. However, mentees who know their mentors well may ask them to serve as references in their job searches. It is also acceptable for a mentor to hire a mentee once the chapter Mentor Program pairing has ended.

### Time Commitment

Participating mentees are expected to be actively involved, as mentors are busy individuals who make time for this program. Mentors will expect mentees to contact them, make efficient use of communication, and be engaged in the program.

The specific amount of time each mentee commits varies considerably. It depends to some extent on the relationship established between the mentor and mentee, as well as matched interest areas and career paths.

### Communication

Mentees are responsible for initiating contact with mentors. Mentors have been asked to be timely in their responses; however, mentors are busy professionals and may be difficult to reach. If mentors are unresponsive, the mentee should contact the chapter Mentor Program Liaison.

Upon initial contact, mentors and mentees should establish the means and method of future contact, including amount of communication expected and the anticipated frequency. It is perfectly acceptable to communicate by e-mail only, and on an as-needed basis. Any additional meetings should be determined on an individual basis with the mentor and mentee.

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### Types of Meetings

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# APRA-SW Mentoring Program Direct-Match Application

Applying to be a:  Mentor  Mentee

Name:

Title:

Organization:

Address:

City: State: ZIP:

Office phone: Fax:

E-mail address:

Preferred form of contact (check one):  Phone  Face-to-Face  E-mail

Type of organization (check all that apply):

- Arts/Culture
- Consultant
- Environment
- K-12 Education
- Healthcare
- Higher Education
- Human Services
- Library
- Religious
- Social Services
- Other (please specify) \_\_\_\_\_

Rank 1-3 the following factors in a match (with 1 being the most important to you):

- Proximity (mentor/mentee in same geographic area)
- Type of organization (mentor/mentee from same type of organization)
- Preferred-form-of-contact

Number of years in advancement research: \_\_\_\_

Share your situation and what you hope to gain from participating in this program:

*Please read the following confidentiality statement. Sign to indicate your agreement.*

I agree that any communication between me and my mentor/mentee will be confidential and will not be shared with outside parties without the expressed consent of the mentor/mentee. Further, I agree that I will not discuss specific identified prospects or proprietary information from my and/or my mentor's/mentee's institution(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_