



## Association of Fundraising Professionals Greater Cincinnati Chapter

### Mentoring Program Memorandum of Commitment

The AFP - Greater Cincinnati Mentoring Program demonstrates a commitment to our members to provide value-added services to their professional development. The following Memorandum outlines the commitment required from both Mentors and Mentees as part of the Mentoring Program. If you would like more information about this program, please email [admin@afpcincinnati.org](mailto:admin@afpcincinnati.org) or call 513.939.2652.

**PROGRAM GOALS:** In advancing philanthropy through education, training and advocacy, the AFP - Greater Cincinnati Chapter aspires to the following:

- To promote collegial relationships between seasoned professionals and Mentees.
- To assist fundraising professionals in developing a network for professional guidance and creative fundraising.
- To strengthen the Mentees' skills through identification and focus on specific areas of practice.
- To enhance the professional abilities of both the Mentor and Mentee through shared effort.
- To offer an adaptable, responsive and accountable program.
- To respect confidentiality.
- To promote fun through shared experience and practice.

#### MENTOR COMMITMENTS

- Commit to the role of Mentor for 8 months (April – December).
- Conduct a meeting with your Mentee once a month. Ideally, these meetings should be face-to-face and last about an hour. Occasionally, due to schedule demands, meetings might occur over the phone.
- Provide guidance, wisdom and support to your Mentee that accelerates their learning process.
- Help your Mentee set targets and support them in achieving those targets.
- Support the Mentee in meeting their specific needs in their development as a fundraising professional.
- Help the AFP Mentorship Chair support the program by completing an evaluation form at the end of the program.

#### MENTEE COMMITMENTS

- Commit to be involved as a Mentee for 8 months (April – December).
- Conduct a meeting with your Mentor once a month. Ideally these meetings should be face-to-face and last about an hour. Occasionally, due to schedule demands, meetings might occur over the phone. Requests for and scheduling of the meetings are the responsibility of the Mentee.
- Identify areas of focus to work on with your Mentor to achieve personal growth in the profession.
- Prepare questions and work for review in advance of meetings to make the most of the time available.
- Be respectful of all meeting dates and times scheduled.
- Help the AFP Mentorship Chair support the program by completing an evaluation form at the end of the program.