

## ***AFP, Eastern PA Mentor Program***

One of the benefits of your membership in the Eastern PA Chapter of AFP is participation in the Mentor Program. No matter how long you have been in fundraising, we all have new skills to learn and successes to share. Our objective is to develop our future leadership within the field of fund raising and within the Eastern PA Chapter.

The program is designed to last for six (6) months. Interested students will be matched up with a mentor. Mentors are development professionals with at least five years experience in fund raising. A student may sign up anytime as long as there is a mentor available. Both students and mentors must be AFP members.

Mentor expectations are:

Must have 5(+) years experience in fundraising  
Be willing to share time with an AFP member with less than 5 years experience  
Make the first contact with your assigned student  
Help determine goals for your mentoring experience  
Complete a final evaluation

Student expectations are:

Must have less than 5 years experience in fund raising  
After the first contact, you are responsible for setting times and dates for meetings  
Take the lead in determining goals and objectives for your Mentor experience  
Complete a final evaluation

### **Student/Mentor Match:**

Students will be matched with mentors based on their particular needs, the area of expertise of the mentor and the type of organizations for which they both work. This working relationship is the primary foundation upon which this program is built. Time commitment: 2-8 hours a month as jointly determined by student and mentor.

Please complete the information below if you are interested in participating in the Mentor Program.

### **AFP Eastern PA Chapter Mentor Program Application (AFP members only)**

All Mentors and Students must complete [the attached application](#) to participate

### **Complete and e-mail\* forms to:**

Robin Flemming  
Director, Annual Fund  
Moravian Academy  
Office of Institutional Advancement  
7 East Market Street  
Bethlehem, PA 18018  
P: 610-332-5281  
E: [rflemming@moravianacademy.org](mailto:rflemming@moravianacademy.org)

**AFP EASTERN PA CHAPTER**

**Mentor Program Application (AFP Members Only)**

All Mentors and Students must complete this application to participate  
Please check one of the following: Mentor: \_\_\_\_\_ Student: \_\_\_\_\_

Name: \_\_\_\_\_ Current Organization affiliation: \_\_\_\_\_

Mission statement of organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Previous Organization affiliations: \_\_\_\_\_

Total # of Years in Development	_____	# of Years in Current Position:	_____	# of Staff	_____	Annual Org. Budget:	\$	_____
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Fundraising Budget: \$ \_\_\_\_\_ Total Dollars Raised Last Year: \$ \_\_\_\_\_

**Responsibilities:**

**Mentor**

- To make the first contact and establish times, dates and places to meet.
- To establish goals and objectives for the project and specific goals for each session.
- To maintain the confidentiality of any records you may have access to during the mentor association.
- To complete a final evaluation.

**Student**

- To establish times, dates, and places to meet.
- To establish goals and objectives for the project and specific goals for each session.
- To complete a final evaluation.

**\*\*Please complete the Mentor Assistance Categories on the attached page\*\***

# AFP EASTERN PA CHAPTER

## Mentoring Assistance Categories

Name: \_\_\_\_\_

Please check one of the following: Mentor: \_\_\_\_\_ Student: \_\_\_\_\_

Please check the areas in which you are willing to mentor, in which you are willing to offer assistance as a special project consultation, or in which you need assistance from a mentor.

### Development Program Basics

- \_\_\_\_\_ Job description
- \_\_\_\_\_ Professional development
- \_\_\_\_\_ Setting up an office
- \_\_\_\_\_ Budgeting
- \_\_\_\_\_ Record-keeping and financial reporting systems (electronic and paper)
- \_\_\_\_\_ Staff/administrative relationships
- \_\_\_\_\_ Development library
- \_\_\_\_\_ Policies and procedures
- \_\_\_\_\_ Long-range strategic planning
- \_\_\_\_\_ Case for support
- \_\_\_\_\_ Mission statement, goals, objectives, priorities

### Volunteers

- \_\_\_\_\_ Role of boards/development councils
- \_\_\_\_\_ Selection and orientation of volunteers
- \_\_\_\_\_ Establishing a foundation/development council

### Fund-Raising Programs

- \_\_\_\_\_ Annual campaigns
- \_\_\_\_\_ Direct mail
- \_\_\_\_\_ Capital campaigns
- \_\_\_\_\_ Special events
- \_\_\_\_\_ Planned gifts
- \_\_\_\_\_ Memorial/tribute program
- \_\_\_\_\_ Corporate giving
- \_\_\_\_\_ Foundation support
- \_\_\_\_\_ Staff/employment solicitation
- \_\_\_\_\_ Telemarketing
- \_\_\_\_\_ Social media

### Donor Recognition

- \_\_\_\_\_ Gift clubs/honor rolls
- \_\_\_\_\_ Recognition awards

### Public Relations and Marketing

- \_\_\_\_\_ Relationships with PR department
- \_\_\_\_\_ Relationships with the press
- \_\_\_\_\_ Donor publications
- \_\_\_\_\_ Electronic communications

**\*\*Please complete and return with Mentor Program Application on the previous page\*\***