



Minnesota Chapter

Apra-MN Mentoring Program

GOALS

The goal of the Apra-MN Mentoring Program is to provide members with the opportunity to partner with experienced prospect development professionals who can offer support, guidance, and assistance with research strategies and resources.

The Mentoring Program will make every effort to match individuals with a Mentor from a similar organization who is experienced in the area(s) of need and within the same geographic proximity. If you have a different need, we will work with you to create a program that is best for you. For example, if you are from a higher education organization, but interested in learning about an arts organization, we certainly can accommodate this.

BENEFITS

For Mentors:

- A way to give back to your fellow members and the prospect development field
- An opportunity to raise the awareness of the profession in the fundraising field
- Networking opportunities with different organizations and professionals

For Mentees:

- An opportunity to learn about the profession from more experienced colleagues
- A way to develop research skills and learn new ideas, concepts and perspectives
- Networking opportunities within the prospect development community

GUIDELINES

Mentor

- Must be a current member of Apra-MN
- Must be currently employed in a field in which prospect development is at least 50% of job
- Must have at least two years direct experience in prospect development
- Must be committed to upholding the professionalism of prospect development and adhere to Apra International's Statement of Ethics
- Must be willing to make a one-year commitment to the program
- Must be responsive to your Mentee's questions and meeting requests
- Must be willing to learn as well as share, to provide consultation in technical skills, problem solving, planning, implementation and evaluation

Mentee

- Must be a current member of APRA-MN
- Must be currently employed in a field in which prospect development is at least 50% of job

- Must be committed to upholding the professionalism of prospect development and adhere to Apra International's Statement of Ethics
- Must be willing to make a one-year commitment to the program
- Must be willing to contact and work with your Mentor's schedule regarding convenient meeting times, dates, locations, etc.

RESPONSIBILITIES

Mentor

- Make initial contact with your Mentee and set up first face-to-face meeting. For mentees new to prospect development, plan for this initial session to last about two hours. It could take place at the Mentee's office to set-up shop or at the Mentor's office to explore software and resources.
- Formalize expectations, define goals, and establish frequency of contact as well as contact preferences (phone, e-mail, face-to-face meetings) at initial meeting.
- Provide guidance and practical prospect development advice. Examples include: job description, budget, resources, research strategies, research requests and profiles, prospect management and reporting, preparing for a campaign, proactive research, databases and other software, etc.
- Provide encouragement and feedback throughout the mentoring period.
- Communicate any changes in mentoring relationship with the program administrator.
- Report on mentoring experience/progress with program administrator at least once during the one-year commitment.

Mentee

- After the initial session, take responsibility for coordinating convenient meeting times and locations with your Mentor as needed.
- Take the initiative in asking your Mentor questions, emailing about various real-life prospect development scenarios and soliciting ideas.
- Evaluate experience with both Mentor and the program administrator.

CONTACT

If you are an Apra-MN 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 website at <http://www.apra-mn.org>.

Please return the form to:

Alisa Lamont
 Membership Director, Apra-MN
 c/o University of St. Thomas
 Mail DEV
 2115 Summit Avenue
 St. Paul, MN 55105
 Fax: 651-962-6996

Alisa will contact you to begin the process of assignment. If you have any additional questions, please contact her at alamont@apra-mn.org. If you have already indicated interest, either through the membership application form, or by contacting Apra-MN, Alisa will follow up to see confirm your interest and get you started.

Thank you for your interest in, commitment to and support of APRA-MN!