



# **MENTORING**

## **AS A WAY TO GENEROUSLY TRANSMIT THE ART OF EFFICIENT PHILANTHROPY**

# THE BENEFITS OF MENTORSHIP

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**Do you want to become an effective fundraising professional?  
Would you like to gain more in-depth knowledge and experience  
in our profession? Are you a current member of the AFP - Quebec  
Chapter?**

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As a member of the AFP - Quebec Chapter you will be able to develop and improve your skills by participating in the Mentoring Program, under which you will be paired with a fundraising professional.

Through this program, the Board of Directors of the AFP - Quebec Chapter aims to raise the standards and expectations of the fundraising professional who is a member of our association.

To ensure the growth of the profession, we strongly encourage that experienced and reputable professionals in the philanthropic sector advise, mentor and pass on the best practices to those who are relatively new to the profession or who want to acquire creative ideas and gain good experience in the field. The sharing of knowledge that arises from the relationship between mentor and mentee helps maintain high professional standards and ensures ethical and effective fundraising practices.

« What are you doing to help a novice like me to become a fundraising professional? » This is the question we are often asked from those who just began in the profession and who contact us to inquire about the terms and benefits of joining the association.

The Mentoring Program aims to transfer the expertise and experience of a mentor (experienced fundraising professional) to a mentee (AFP member - Quebec Chapter who wishes to be guided and introduced to the best practices). The success of the program will depend on the generosity, leadership and experience of the chapter members.

# THEME

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## PURPOSE

By implementing the Mentoring Program, the AFP - Quebec Chapter seeks to increase the number of professionals in the philanthropic sector and to meet the specific needs expressed by some of its members. The Mentoring Program is intended to provide a unique opportunity for a relatively inexperienced fundraising professional to be paired with a seasoned professional who has the additional knowledge and skills to guide and provide personalized support.

## PARTICIPANTS

### MENTOR :

- Current member of the AFP - Quebec Chapter.
- Fundraising professional willing and able to pass on the best fundraising practice acquired during his or her career.

### MENTEE :

- Current member of the AFP - Quebec Chapter.
- Fundraising professional wishing to deepen one's knowledge and benefit from valuable tips from a mentor in one particular aspect of fundraising (e.g. planned gifts, major gifts, donor management and retention).
- Fundraising professional who accepted a new position in a less familiar sector that he or she wishes to better understand (e.g. someone going from the health field to the education field or who was in charge of major gifts and is now in charge of overall management).

## PARTNERSHIP

The AFP - Quebec Chapter Mentorship Program Committee will help match mentors and mentees and facilitate the first contact.

The committee will take into account the proximity and interests of the participants in order to ensure the best possible mentoring pairs.

The committee will hold an annual orientation session to allow mentees and current and future mentors to meet and contribute to the formation of dyads. Each mentee will then be responsible to plan the mentoring sessions with the mentor.

The program committee considers that the effectiveness of mentorship depends on the number of hours that the mentor and mentee dedicate to each other. We recommend spending at least one hour per month meeting and sharing knowledge. Exchanges can take place by phone, Skype or in person, at the discretion of the dyads.

As part of this program, mentors and mentees **must meet in groups at least three times a year**. Proposals will be sent by the Mentoring Committee at the beginning of the program.

We encourage mentors to recommend relevant resources to mentees (courses, workshops, educational programs, suppliers, consultants, etc.) to help enhance their expertise.

## AGREEMENT

During the orientation session, we will try to agree on some basic rules. Here are some important things to clarify:

- Determine how often you will meet and how long each meeting will last.
- Choose a meeting place that will allow you to be comfortable during discussions (remember that you may need privacy to share confidential information).
- Determine how much notice you must give to cancel a meeting.
- Accept to respect the confidentiality of the exchanges during and after the meetings.
- Establish the common objectives of the mentoring agreement.
- Determine how you will organize your meetings and what kind of structure these meetings will require, if any.
- Be determined to achieve results and do not forget to HAVE FUN!

## SUBJECTS OF INTEREST

- Annual donations
- Major gifts
- Planned giving
- Direct mail
- Special Events
- Relationship with donors
- Donor management and loyalty
- Major campaigns
- Corporate sponsorship
- Searching for potential donors
- Grant applications
- Board donations
- Reasons for support
- Testimonials
- Fundraising Ethics
- Online fundraising
- Solicitation
- Career path
- Balance between private and professional life
- CFRE (Certified Fund Raising Executive)
- Other

## MENTOR COMMITMENT

- Act as a mentor during the full program period (1 year commitment, renewable).
- Meet with your mentee at least 4 times per year.
- Provide the mentee with advice, knowledge and support that can accelerate his or her learning process.
- Help the mentee to set goals and provide the necessary support to achieve them.
- Assist the AFP - Quebec Chapter Mentoring Committee in completing the evaluation form at the end of the program.

# MENTEE COMMITMENT

- Complete mentee obligations during the full program period (1 year commitment).
- Meet with your mentor for at least 4 times per year.
- Be responsible for requesting a meeting with the mentor and arranging appointments.
- Identify topics of discussion with your mentor based on your personal advancement in the profession.
- Prepare questions and review concepts learned before each meeting in order to optimize the time spent with the mentor.
- Respect dates and times of scheduled meetings.
- To improve the AFP - Quebec Chapter Mentoring Program, complete the evaluation form at the end of the program.