



APRA-GA Mentoring Program

GOALS

The goal of the APRA-GA 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 and resources including and not limited to data mining, analytics and prospect management strategies.

The Mentoring Program will make every effort to match individuals with a seasoned professional who is experienced in the area(s) of need that you wish to discuss. We will do our best to find you the best fit between Mentee and Mentor.

BENEFITS

For Mentors:

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

For Mentees:

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

GUIDELINES

Mentor

- Must be a current member of APRA-GA
- Must be currently employed in a development field in which research is at least 20-30% 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-GA.
- Must be currently employed in a development field in which research is part the 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 meeting. This meeting could be face-to-face, phone, email chat, or video chat. For Mentees new to research, plan for this initial session to last about an hour. The Mentor will give you a call and find a date and time that works for both of you.
- 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, analysis, databases and other software, etc.
- Provide encouragement and feedback throughout the mentoring period.
- Communicate any changes in mentoring relationship with the program coordinator.
- Report on mentoring experience/progress with program coordinator at least once twice 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 research scenarios and soliciting ideas.
- Evaluate experience with both Mentor and the program administrator.

CONTACT

If you are an APRA-GA 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 Web site at apra-ga.org. Please return the form to:

Jane Covington
Campaign & Research Manager
Woodward Academy
1662 Rugby Avenue
College Park, GA 30337
404-765-4040 Office
jane.covington@woodward.edu

Jane will contact you to begin the process of assignment. If you have any additional questions, please contact Jane at 404-765-4040 or email jane.covington@woodward.edu. If you have already indicated interest, either through the membership application form, or by contacting APRA-GA, Jane will follow up to confirm your interest and get you started.

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