



The Northwest Ohio Chapter of the Association of Fundraising Professionals exists to be a world-leading AFP chapter of our size by sustaining an inclusive community of fundraising professionals, offering best in class member services and advancing the culture of philanthropy across our service area.

Position Title: Mentoring Committee Co-Chair (Two Positions Available)

Capacity: Board Member

Reports to: Chapter President

Key Responsibilities:

- Organizes and chairs committee meetings, scheduled as needed.
- Recruits and enlists volunteer committee members; monitors the work of volunteers to ensure timely completion of assignments.
- Provides chapter members, as mentees with the opportunity for a one year commitment to one-on-one assistance with a more experienced development professional. This will enhance their skills and knowledge as development professionals as well as be an enriching experience for the mentors.
- Track committee involvement of all mentees.
- Recruits qualified mentors and eligible mentees to participate in the program.
- Reviews and modifies, as needed, application and evaluation forms.
- Communicates requirements of mentor/mentee relationships including length of pairings, number of meetings, and goals/objectives.
- Regularly communicates with and serves as an advisor to mentors and mentees to facilitate successful pairings.
- With Membership and Public Relations and Communications Chairpersons, promotes Mentoring Program to chapter membership through newsletter, press releases, web site, events, etc.
- Provides timely and up-to-date content to Chapter Administrator for committee web page on chapter web site.
- Develops and submits a budget for mentoring meetings and materials to the Treasurer within designated deadlines; monitors committee income and expenditures.
- Works to successfully achieve goals outlined in Chapter Strategic Plan.
- Celebrates success; ensures that the celebration of success includes expressions of gratitude to volunteers.
- Adheres to policies and board member responsibilities adopted by the board.
- Upon leaving office, transfers all records in current condition to the successor.