Mentorship Program Roles and Responsibilities

Mentor Role

The Young Nonprofit Professionals Network has developed a Mentoring Program for 2016. Participants in the program will commit participation from March to December.

Successful mentoring involves a dynamic process whereby each participant respects and trusts the partner's commitment, expertise and individuality. A firm commitment to the mentoring process and a willingness to invest time and energy are the most important components for a successful relationship.

Mentors have the opportunity to empower diverse young nonprofit professionals and gain accountability to the sector and its future leadership in the area. Mentors also have the opportunity to expand leadership skills and gain new perspectives and ideas.

Mentors should be community leaders with at least three years of professional experience in the social sector and five years of professional work experience. Mentors must attend the Orientation, Match Night, Program Wrap, and an additional YNPNdc Mentoring Program event of their choice. Mentors should expect to spend 2-3 hours per month communicating with mentee through meetings, phone calls, email, text, and/or other forms of communications. Mentors should expect to check-in with the YNPNdc team to discuss progress toward goals, challenges, and opportunities at least three times throughout the program.

Mentors will build relationships with mentees and support goal attainment by sharing experiences, thoughts, and advice on diverse topics such as:

● Career advancement
● Enhancing professional visibility
● Networking with peers
● Overcoming barriers to career success
● Balancing career and personal life

Mentor Responsibilities

● Maintain clear, open, consistent and two-way communication
● Have an open mind to new ideas and feedback
● Celebrate successes
● Be a receptive and active listener, knowing that constructive feedback is an essential element to continuous professional growth
● Be flexible, adaptable and available
● Provide understanding, feedback and support
● Help the mentee through difficult situations
● Build the mentee's self-confidence
● Be a source of information and encouragement
● Help develop creative and independent thinking
● Maintain confidentiality and respect
● Ask good questions to help draw out the mentees wisdom and insight
Mentorship Program Roles and Responsibilities

Mentee Role

The Young Nonprofit Professionals Network has developed a Mentoring Program for 2016. Participants in the program will commit participation from **March to December**.

Successful mentoring involves a dynamic process whereby each participant respects and trusts the partner's commitment, expertise and individuality. A firm commitment to the mentoring process and a willingness to invest time and energy are the most important components for a successful relationship.

Mentees have the opportunity to receive insightful and thoughtful feedback on their professional development and career aspirations from an established professional in the social sector. Mentees should be at least 21 years of age and wish to gain experience in either their current or future nonprofit career.

Mentees identify three clear and mutual goals for their mentorship relationship (what they are hoping to get out of having a mentor). Mentees must attend the Orientation, Match Night, Program Wrap, and an additional YNPNdc Mentoring Program event of their choice. Mentees should expect to spend 2-3 hours per month communicating with mentor through meetings, phone calls, email, text, and/or other forms of communications. Mentees should expect to check-in with the YNPNdc team to discuss progress toward goals, challenges, and opportunities at least three times throughout the program.

Mentees will build relationships with mentors and work towards goals by sharing experiences, thoughts and advice, on such diverse topics as:

- Career advancement
- Enhancing professional visibility
- Networking with peers
- Overcoming barriers to career success
- Balancing career and personal life

Mentee Responsibilities

- Ask for advice and welcome feedback
- Be considerate of your mentor's time and show appreciation for it
- Maintain confidentiality and respect
- Take initiative to drive the relationship and be responsible for your own career development and planning
- Develop action plans to include goals that are specific, measurable, attainable, relevant and timely to guide your mentee/mentor relationship
- Maintain clear, open, consistent and two-way communication
- Have an open mind to new ideas and feedback
- Be flexible, adaptable and available