

START YOUR HIRE ON THE RIGHT FOOT!



DAY 1

- Understand our mission, and remember **YOUR** part is to raise funds to support the organization's work.
- Be coachable - learning is growing.
- Learn the story of our organization and make it your own.
- Your manager is (I am) your coach - don't be afraid to ask questions.
- Learn to juggle early - it only gets more complicated....promise!

WEEK 1

- Find a mentor, and when you become the senior person, be a mentor.
- Learn to prioritize tasks. If that seems challenging, ask your manager (me) for help.
- Network, Network, Network - know what is happening in your community.
- Ask good / hard questions of your prospects ...then listen to their answers.
- Learn about the different ways to raise funds and how your position fits with the larger fundraising strategy.

MONTH 1

- Use your team members - you don't have to be the smartest on every subject - always know who is the best partner and bring them on you visit!
- Don't let your passion turn into burnout. Take time off, recharge, and practice self-care so you can keep doing the job at the highest level.
- Don't sweat the small stuff - keep the bigger picture in mind.
- Learn to modulate your sense of urgency and patience ...some donations happen very quickly, and some are seeds that need water to grow
- **Every journey begins with a first step. Keep on walking!**

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