



## MCF Women's Network

### Mentorship System Outline: Supporting Senior Muslim Professional Women

#### 1. Vision and Objectives

- **Vision:** To empower and elevate senior Muslim professional women by providing tailored support through mentorship that fosters career advancement, confidence, and leadership.
- **Objectives:**
  - Facilitate access to relatable and senior mentors (both female and male).
  - Create a safe, supportive, and values-aligned professional development space.
  - Enable networking, peer support, and advocacy.
  - Increase visibility and influence of Muslim women in leadership.

#### 2. Target Participants

- **Mentees:**
  - Women professionals working in Muslim-led charities (5+ years' experience or already in mid-to-senior roles).
  - Seeking growth into executive/board-level roles or sectoral influence\*.

\*Sectorial influence meaning ability to have impact over the ways of working within the sector.

- **Mentors:**
  - Senior Muslim women professionals (Director level and above).
  - Senior Muslim men who are strong allies, with a demonstrated commitment to equity and inclusion.
  - Allies from diverse backgrounds who align with the MCF's mission, values and the women network objectives.

#### 3. Mentor Identification

##### A. Criteria for Mentors

- Minimum 7+ years of professional experience.
- Leadership experience in private, public, or nonprofit sectors.
- Experience with the Muslim charity sector



- Demonstrated values of integrity, allyship, and inclusion.
- Willingness to invest time (3–4 hours/month for 3 months with room for extension).

## **B. Onboarding Mentors**

- Brief orientation on the purpose, structure, expectations, safeguarding and risk considerations.
- Training on inclusive mentoring and humble inquiry.
- Commitment agreement outlining confidentiality, time expectations, and feedback loops.

## **4. Mentee Recruitment & Onboarding**

### **A. Criteria for Mentees**

- Muslim women in mid/senior-level roles (5+ years of experience).
- Clear goals for leadership development.
- Commitment to participate and engage actively.

### **B. Application Process**

- Online form with experience, goals, challenges, and preferences (i.e. mentee profile, number of mentees).
- Brief video or written motivation statement.
- Screening call (optional 20 min call) to align expectations and ensure readiness.

### **C. Onboarding Mentees**

- Orientation session to introduce the program, structure, and commitments.
- Handout on how to build effective mentoring relationships.

## **5. Matching Process**

- **Goal-aligned matching:**
  - Professional background and sector.
  - Career aspirations and challenges.
  - Preferred communication style and gender preferences.
- MCF team will match mentees with designated mentor and connect them together



- Trial period (first month) to ensure fit, with an option to rematch if necessary.

## 6. Program Structure

### A. Duration: 3 to 6 months

### B. Format:

- Monthly 1:1 mentor-mentee meetings (virtual).
- Optional peer group Whatsapp/ Teams group for mentees.
- Quarterly community check-ins and themed webinars.

### C. Resources Provided:

- Conversation guide and goal-setting templates.
- Topic suggestions (e.g. executive presence, negotiation, strategic influence).

## 7. Support and Monitoring

- Dedicated program coordinator(s) to:
  - Check-in with mentors/mentees quarterly.
  - Mediate issues or reassign pairings if needed.
  - Gather feedback for continuous improvement.
- Mid-program pulse survey and end-of-program evaluation. can be administered through Whatsapp/ Teams group)

## 8. Alumni Engagement & Advocacy

- Alumni network for continued peer support and visibility.
- Alumni to become mentors or ambassadors.
- Showcase success stories through events, testimonials, and social media.