



PILOT MENTORSHIP PROGRAM

2023-24 Application Packet

Professional development and relationship building is at the core of NCEDA's mission, and **mentorship** is a key opportunity for NCEDA members to engage and learn from each other in a meaningful way. The NCEDA Emerging Executives Initiative is excited to announce the pilot NCEDA Mentorship Program for the 2023-24 year! The application period is open August 14 – September 8, 2023.

If you are experienced, apply to be a **mentor** and coach someone through a challenging project, advise on a career move, or be a sounding board for new ideas. If you are new to economic development, apply to be a **mentee** to help you overcome common project obstacles and have support in the advancement of your career. **This Mentorship Program is open to all members.**

MENTORSHIP PROGRAM DETAILS AND GUIDELINES

Objective

To establish a trusting relationship with accountability and responsibility between the mentor and mentee.

Outline

This is a nine (9) month commitment from October 2023 – June 2024:

- **August/September:** Application Submission
- **Mid-September:** Application Review / Pairings
- **Late September:** Virtual Introductions and Orientation
 - *Set expectations and determine communication preference (email, phone, virtual, and/or in-person)*
- **October:** Kickoff Reception for Mentors/Mentees at Fall Conference
- **November – May:** Monthly Check-Ins
 - *Expectation for one-hour meetings each month (virtual or in-person)*
- **June:** Mentorship Celebration at Annual Conference

Mentorship Program Benefits

- Encourage professional and personal development
- Increase confidence and identify career goals
- Develop deeper relationships with other industry professionals

Mentor Characteristics

- Be available – provide your time, experience, encouragement, feedback, and advice
- Help guide your mentee to identify realistic, attainable goals
- Share your experiences
- Be an active listener – be attentive and remove potential distractions from your conversation
- Build on your mentee's strengths and give constructive feedback

Mentor Relationship Phases

It is important to establish a clear understanding of expectations at the first meeting. Each party should come well prepared to all meetings so that the relationship can develop smoothly.

Purpose	Engagement	Growth	Completion
Establish Compatibility	Build Rapport and Trust	Build Skills	Offer Reflection
Set Expectations	Clarify Expectations	Overcome Barriers to Growth	Build Confidence to Continue Growing
	Become Acquainted	Develop Growth Mindset	Pay it Forward
	Celebrate Milestones	Explore Accountability	
		Provide Constructive Feedback	

Criteria

- Applicants must be members of NCEDA for the duration of the program.
- Applicants must be committed for the full nine-month program period.

Application Submission Instructions

Submit application to torsha@nceda.org. **Applications are due on or before 5 pm on Friday, September 8.** Please contact Torsha at 888.246.2332 with any questions or if you do not receive confirmation of receipt. Pairings will be made in mid-September and an introductory email will be sent in late September.



MENTORSHIP PROGRAM 2023-24 APPLICATION

Please complete this form to apply for the NCEDA 2023-24 Mentorship Program as a **mentor or mentee**. Information will be kept confidential. Contact Torsha (torsha@nceda.org) with any questions.

Name: _____

Organization: _____

Job Title: _____ **County:** _____

Email Address: _____

Phone: _____ **Years of Professional Experience:** _____

Select your NCEDA Membership Type: (*allied - economic development partner / practitioner - local, regional or statewide economic development practitioner*)
Allied Practitioner

Select your Program Interest: (*general guidelines – mentor 15+ years of professional experience / mentee less than 15 years of professional experience*)
Mentor Mentee

Mentor/Mentee Preferences: (*i.e. gender, geographical location, allied or practitioner, etc. –preferences are not guaranteed and are based on mentor/mentee applicant pool*)

Mentor Relationship Goals: (*i.e. improve understanding of political landscape as it relates to economic development, learn more about successful programs/initiatives in other communities, learn how to navigate internal and external politics, seek career development advice, etc.*)

1. _____
2. _____
3. _____

Applicant Certification

By signing the application form, you certify that you are a current member of NCEDA, you are committed to the nine-month mentorship program and that you have reviewed the program guidelines.

Applicant Signature: _____ **Date:** _____

APPLICATION DEADLINE IS 5 PM ON FRIDAY, SEPTEMBER 8, 2023.

Submit application to torsha@nceda.org.