

## GEORGIA DOWNTOWN ASSOCIATION MENTORING PROGRAM

### **INFORMATION & GUIDELINES**

The Georgia Downtown Association (GDA), in partnership with the Georgia Department of Community Affairs (DCA) and the Georgia Municipal Association (GMA), offers a Mentoring Program for Downtown Professionals. The program is designed to assist newly engaged professionals as they become successful leaders for Georgia's Downtowns. GDA mentoring is a 12-month program in which newer downtown professionals are paired with a GDA selected mentor for intentional coaching and support. After the initial 12-month period, participants are recognized for completion of the program at the annual Georgia Downtown Conference. Mentorship includes regular communication, mutual site visits, and connection to wider resources and relationships to assist in needed downtown development areas. It provides the opportunity for those involved to learn, share best practices, and grow.

### **OBJECTIVES**

GDA created this professional program because we believe:

- new downtown professionals need support in their efforts to meet the high expectations of the job
- in order to understand the complexity of a comprehensive downtown development program, new professionals need good quality information regarding the common practices, rules, regulations, expectations, values, and core beliefs of Georgia's successful downtown programs.
- this program provides growth opportunities for both the mentor and the new professional.
- providing a sound mentoring program will lead not only to increased retention rates of new professionals for municipalities, but will also result in higher quality programming for Georgia's downtowns.

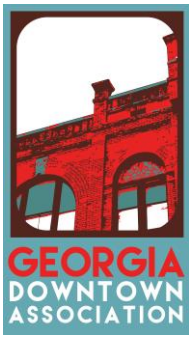
With that in mind, the goals & objectives of the program are:

- to provide a positive and successful introduction/occupational transition for new professionals.
- to promote the professional well-being of those new to the field of downtowns.
- to provide a structured program for new professionals through ongoing guidance, support, and strength.
- to promote excellence in management for the betterment of Georgia's downtowns.
- to build awareness of the culture of the profession.
- to increase mutual respect and collaboration among professionals.
- to increase retention of professionals in the field for municipalities.

### **OVERVIEW**

The following is expected of all mentor/mentees:

- attend the mentee/mentor breakfast at the GDA annual conference
- conduct initial site visit to mentee's community
- goal setting for mentorship
- monthly communication
- site visit to mentor's community
- final meeting to review the year
- provide feedback to GDA board regarding the program



**GEORGIA DOWNTOWN ASSOCIATION  
MENTORING PROGRAM  
APPLICATION**

Name: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address / City: \_\_\_\_\_  
Office Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Title: \_\_\_\_\_  
(State) District: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
Website: \_\_\_\_\_

Length of time in your current position: \_\_\_\_\_

I am interested in serving as a (please check one): \_\_\_\_\_Mentor\* \_\_\_\_\_Mentee

- \* With one (1) year of active service to the Mentoring Program, Mentors are eligible to receive:
  - bonus points on Professional Development Program application/review.
  - bonus points on Scholarship application/review.
  - recognition at GDA Annual Conference.

Briefly describe your interest in the Mentoring Program:

\_\_\_\_\_  
\_\_\_\_\_

Please initial next to each applicable, agreed upon requirement below:

<input type="checkbox"/>	I am a member of Georgia Downtown Association.
<input type="checkbox"/>	I agree to make at least one working site visit to the town of my Mentoring Partner.
<input type="checkbox"/>	I will dedicate two (2) hours per month to the program to include telephone calls, site visits, emails, and / or the like.
<input type="checkbox"/>	I agree to actively work with a Mentoring Partner for at least one year.
<input type="checkbox"/>	I agree to complete an annual survey evaluating my experience with the program.
<input type="checkbox"/>	(MENTORS) I have at least three (3) years of experience working with a downtown program.
<input type="checkbox"/>	I understand that I will become ineligible for professional development credits and scholarship funds from the Georgia Downtown Association if I do not fulfill the program requirements.

By signing below, you confirm that all of the above information is accurate and agreed upon.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Inquiries and/or completed application should be directed to:  
Sadie Krawczyk, GDA Board Member / PO Box 1249, Monroe, Georgia 30655,  
(404) 455-7992 / [sadiek@monroega.gov](mailto:sadiek@monroega.gov)***