

A L D E F E L L O W M E N T O R

A L D E Association of
Lutheran
Development
Executives



MENTOR GUIDE

Be a mentor for a college student who is exploring the development profession



The ALDE FELLOW Mentor

Guiding Principles

ALDE will select an ALDE member to be a mentor for each intern in its ALDE College2Career initiative.

The ALDE Fellow Mentor will guide the intern in his or her professional development.

The ALDE Fellow Mentor must have significant years of experience in fundraising/communications and in association with ALDE.

The ALDE Fellow Mentor may be the internship site organization supervisor who is a member of ALDE. However, it may be best to have an organization supervisor to manage the intern and an ALDE Fellow Mentor to guide the intern in professional development.

The ALDE Fellow Mentor should have a meeting with the intern's organization supervisor and then a meeting with the intern and the supervisor to reach a mutual understanding of each person's role.

The ALDE Fellow Mentor will help the College2Career Intern understand and appreciate the resource development profession.

Ethical Guidelines

- All mentoring will be conducted in a manner consistent with the ALDE Code of Ethical Principles and Practices and with other Christian principles of fund development.
- All mentoring will serve the mentee's desire to develop professional skills.
- Mentoring relationships preferably will not involve professionals of the same organization.
- Discussions and activities of the mentoring relationship should remain confidential.
- Mentors and mentees should not use the relationship to recruit employees or seek future employment.
- Communication issues between the intern and supervisor(s) and/or staff can be discussed when raised as a concern by the student intern.
- The mentoring relationship should not be used for development of relationships that result in a fee or contract for services.

Suggested Topics for Mentoring Pairs

- Christian stewardship, philanthropy and development
- History and trends in philanthropy and development
- Skills and motivation necessary to do the job

- ALDE's Code of Ethical Principles and Practices
- ALDE's Donor Bill of Rights
- Principles of resource development (planning, communications and fundraising) including information about annual giving, major gifts, deferred giving, planning and the role of communications and marketing
- Specific skills in management of the development office, volunteers and recognition programs
- Donor motivations
- Myths about the development profession
- Career opportunities for fundraising professionals
- Understanding the role of ALDE and the importance of professional organizations
- Importance of career development through continuing education and certification
- Keeping a balance in life

The ALDE Fellow Mentor is encouraged to meet with, and generally assist, the intern at ALDE's annual international education conference.

How Much Time?

The time involvement can be somewhat flexible. The most desirable arrangement should be a minimum of one to two hours per month in any configuration (e.g. lunch meetings, formal phone discussions or correspondence).

The mentoring relationship will typically be in effect for one year, but may be extended by mutual agreement. If ended, the Chapter's Mentoring Coordinator should be notified of the change in the mentoring relationship. If there is not a Mentoring Coordinator in the chapter, the mentor or mentee is to contact the ALDE international office.

"Encourage one another and build one another up."

1 Thessalonians 5:11

