



Madison County Chamber of Commerce

Application for Executive Director Position

Thank you for your interest in the Executive Director position at the **Madison County Chamber of Commerce**. Please complete the application below and submit it along with your resume and any supporting documents to **[Insert Submission Email or Address]** by **[Deadline, if applicable]**.

Applicant Information

Full Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact: Phone Email

Are you a current resident of Madison County? Yes No

If not, are you willing to relocate? Yes No

Employment History

(Please provide information for your last three positions or attach a resume.)

Most Recent Employer

- Company Name: _____
- Position Held: _____
- Dates Employed: _____
- Supervisor's Name & Contact: _____

- Key Responsibilities: _____

- Reason for Leaving: _____

Previous Employer #2

- **Company Name:** _____
- **Position Held:** _____
- **Dates Employed:** _____
- **Supervisor's Name & Contact:** _____

- **Key Responsibilities:** _____

- **Reason for Leaving:** _____

Previous Employer #3

- **Company Name:** _____
- **Position Held:** _____
- **Dates Employed:** _____
- **Supervisor's Name & Contact:** _____

- **Key Responsibilities:** _____

- **Reason for Leaving:** _____

Education & Qualifications

- **Highest Level of Education Completed:** _____
- **School Name:** _____
- **Degree(s) or Certification (if applicable):** _____

- **Relevant Coursework or Training:** _____

Skills & Experience

Please check all that apply:

- Event Planning & Management
- Public Speaking & Community Engagement
- Budgeting & Financial Management
- Marketing & Promotions
- Business Development & Relationship Building
- Grant Writing & Administration
- Social Media & Website Management
- Microsoft Office (Word, Excel, PowerPoint)
- Other (please specify): _____

Describe your experience working in leadership or management roles:

What is your experience with nonprofit organizations, chambers of commerce, or tourism development?

Short Answer Questions

(Please provide brief responses to the following questions.)

1. **Why are you interested in the Executive Director position at the Madison County Chamber of Commerce?**

2. **How would you support and grow Chamber membership?**

3. Describe a time you successfully planned and executed a business or community event.

4. How do you handle financial management, including invoicing, tracking income and expenses, and budgeting?

5. What strategies would you use to promote tourism and business development in Madison County?

References

(Please list three professional references.)

Reference #1

- Name: _____
- Title/Company: _____
- Phone Number: _____
- Email: _____

Reference #2

- Name: _____
- Title/Company: _____
- Phone Number: _____
- Email: _____

Reference #3

- **Name:** _____
 - **Title/Company:** _____
 - **Phone Number:** _____
 - **Email:** _____
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Applicant Agreement

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in my disqualification or termination if hired.


I authorize the Madison County Chamber of Commerce to contact my references and previous employers as part of the hiring process.

Signature: _____

Date: _____

Submission Instructions:

Please submit your completed application along with your resume and any supporting documents to:

chamber@madisonfl.org OR  **228 SW Range Ave. Madison, FL 32340**

For questions regarding the application, contact **Jennifer Poore** at 850-973-2788