



Executive Director

Leading Connection, Collaboration & Community Vibrancy

About the Role

At the Chamber, we envision a flourishing, vibrant community where businesses thrive, families gather, and people are proud to belong. Our mission is to help bring that vision to life by connecting businesses and the greater community through events, resources and experiences that support local growth and welcome all.

We are looking for a leader who loves Madison County and is passionate about seeing our community thrive!

The incoming Executive Director of the Chamber will be a dynamic, creative visionary who not only sees a more vibrant economic future for Madison County, but also desires to be the catalyst that brings people together to make it happen. This role is about facilitating meaningful connections between businesses, leaders and volunteers while helping turn ideas into action.

As an integral leader in the community, you'll work closely with business executives, entrepreneurs, community officials and civic partners to build a shared vision of vibrancy and activity while creating opportunities to highlight the best Madison has to offer.

Your days will be spent building relationships, leading programs, coordinating events and creating experiences that allow the Chamber to support and promote local businesses.

No two days will be the same.

- Some days you may be brainstorming how to bring what makes Madison unique to life.
- Some days you'll be meeting with a new business owner.
- Some days you'll be creating vision with city and county officials.
- Some days you'll participate in economic or community development meetings.
- And some days you'll be planning the next engaging experience for the community.

At the center of it all is a simple mission: **Connection.**

Connecting businesses. *Connecting* the community.

Building bridges to make Madison a **vibrant** and **energetic** place to live, work and belong.



Key Responsibilities

Grow the Chamber Community

- Be the catalyst expanding the reach and impact of the Chamber by building relationships and welcoming new businesses and members into the organization.
- Grow membership and sponsorships.
- Share the value of Chamber involvement with business owners across the County
- Develop creative strategies to bring new members into the Chamber.
- Build sponsorship opportunities that partners are excited to support.

Connect People & Ideas

- Be the connecting point to bring people together.
- Build strong relationships with business owners, key employees and community leaders.
- Help connect members with resources, opportunities and each other.
- Identify new ways the Chamber can support, promote and advocate for our business community.
- Represent the Chamber at community meetings and events.
- Establish a list of volunteers and resources strengthening the Chamber framework

Create Events & Experiences

- Facilitate key leadership for signature community events and experiences
- Identify and coordinate the development of key revenue-generating experiences.
- Dream up and deliver small-business programs and engagement opportunities – think meet-and-greets, networking mixers, and lunch and learns that people actually want to attend.
- Ensure sponsorship deliverables and recognition commitments are met across all Chamber activities.

Lead the Chamber Team

- Provide leadership and direction for Chamber staff
- Supervise Marketing & Operations Director
- Collaborate with the Tourism Director and the Chamber/TDC personnel committee
- Prepare and Lead monthly Chamber board meetings
- Help foster a positive, energetic and collaborative culture



Who You Are

- Love Madison County: You believe in this community and want to see its vibrancy come to life!
- Enjoy Connecting with People: You are a bridge builder who can relate to all walks of life!
- Bring Positive Energy: You are optimistic, enthusiastic and enjoy helping ideas come to life!
- Think Creatively: You thrive on new ideas and ways to improve programs, partnerships and events!
- Communicate Well: You are confident speaking in public, presenting yourself well in the community!
- Lead with Humility: You are a team player who believes leadership is about serving others!
- Handle Challenges Thoughtfully: You handle problems with professionalism and work towards solutions!

How Success Will Be Measured

- Positive feedback from Chamber members and community leaders.
- Growth in Chamber membership and sponsorships
- Overall financial health of the organization and especially events
- New ideas and programs that create value for members

Connecting With Us

This role is more than leading an organization - it's about helping shape the future of a community.

For someone who loves Madison County and believes in the power of connection, this is an opportunity to help bring people together, support local businesses, and create experiences that make our community stronger and more vibrant.

If you're energized by the idea of building relationships, creating momentum, and helping good things happen in Madison County, we would love to connect and explore the opportunity with you.

Please submit an inquiry with supporting materials to cplunkett@mcmh.us by April 24, 2026.