

**CCGJ Executive Director Applicant Screening Checklist & Initial Interview Scoring**

**Search Committee Member:**

**Applicant Last Name, First Name:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHECKLIST ITEM** | **Y/N** | **SCREENING**  **NOTES** | **INITIAL**  **INTERVIEW**  **SCORING**  **1=Average**  **2=Above Average**  **3=Exceptional** | **QUESTIONS** | **NOTES** |
| **\*Bachelor’s Degree** |  | Major/Minor: |  |  |  |
| **Post Graduate** |  | Area of Focus: |  |  |  |
| **Geographic Location-**  **Jax connection** |  | Current location: |  |  |  |
| **Career Background-**  **Nonprofit Arts/Culture, Community Education, Service/Advocacy** |  | Background: |  |  |  |
| **Executive Leadership** |  | # Years:  Where: |  |  |  |
| **Arts/Culture Background** |  |  |  |  |  |
| **Board/Governance Experience** |  |  |  |  |  |
| **Staff Management Experience** |  |  |  |  |  |
| **Strategic Planning Experience** |  |  |  |  |  |
| **Financials/Budgeting Experience** |  |  |  |  |  |
| **Fundraising/Development/Earned Revenue Experience** |  |  |  |  |  |
| **Communications/Research Background** |  |  |  |  |  |
| **Advocacy Experience** |  |  |  |  |  |
| **Outreach/Initiatives/Programs Cited** |  |  |  |  |  |
| **External Engagement Cited–**  **(partnerships, collaborations, stakeholder engagement, etc.)** |  |  |  |  |  |
| **Grantmaking Experience** |  |  |  |  |  |
| **Public Art Experience** |  |  |  |  |  |
| **Any Other Notable Point(s)** |  |  |  |  |  |

*\*Ineligible*

**Applicant Screening Ranking**

|  |  |  |  |
| --- | --- | --- | --- |
| **High (85-100%) 13-16 Y** | **Medium (70-84%) 11-12 Y** | **Low (less than 70%) 1-10 Y** | **Notes** |
|  |  |  |  |