

Executive Director: Annual Evaluation

Please rate the Executive Director on the following attributes.

1 Vision, Mission, and Strategies							
		Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
		1	2	3	4	5	N/A
1.1	The Executive Director maintains a clear vision for the organization.						
1.2	The Executive Director translates the organization's mission into realistic goals and objectives.						
1.3	The Executive Director maintains an effective process for strategic planning for the organization.						
Accomplishments:							
2 Board Partnership							
		Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
		1	2	3	4	5	N/A
2.1	The Executive Director raises issues and questions, and provides adequate information to inform board discussions.						
2.2	The Executive Director has established appropriate systems for dialogue and communication with Board members to ensure that the Board maintains a good knowledge of the organization.						
2.3	The Executive Director has built effective working relationships with the officers of the Board and committee chairs who are responsible for specific aspects of organizational governance.						
2.4	The working relationships among the Executive Director and Board members are collegial.						
Accomplishments:							

3 Management							
		Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
		1	2	3	4	5	N/A
3.1	The Executive Director hires appropriate staff.						
3.2	The Executive Director builds morale among staff.						
3.3	The Executive Director ensures that there are appropriate systems in place to facilitate the day-to-day operations of the organization.						
3.4	The Executive Director, through effective oversight and staffing, sets high standards of quality for the organization's programs.						
3.5	The Executive Director is able to implement and track all levels of Positive evaluation, and communicate outcomes to the Board and key stakeholders.						
Accomplishments:							
4 Fundraising and Resource Development							
		Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
		1	2	3	4	5	N/A
4.1	The Executive Director has a clear understanding of the financial resources needed to realize the organization's mission.						
4.2	The Executive Director has implemented a fundraising plan that meets the goals established for the organization.						
4.3	The Executive Director is innovative in the creation of partnerships with institutions that contribute to the organization's resources.						
4.4	The Executive Director guides revenue generating activities in order to provide adequate income to the organization.						
4.5	The Executive Director strategically works with donors to secure adequate income for the organization.						
Accomplishments:							
5 Fiscal Management							

		Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
		1	2	3	4	5	N/A
5.1	The Executive Director has established a system linking strategic and operational planning with the organization's budgeting process.						
5.2	The Executive Director presents financial reports to the Board on a regular basis and submits an annual budget for board review, revision, and approval.						
5.3	The Executive Director ensures that an accurate accounting system and audit procedure is maintained, allowing the Board to monitor the organization's finances and operations in relationship to the approved budget.						
Accomplishments:							

6 Operations Management

		Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
		1	2	3	4	5	N/A
6.1	The Executive Director is knowledgeable regarding the operations of an effective office environment.						
6.2	The Executive Director ensures compliance with all legal and regulatory requirements.						
6.3	The Executive Director utilizes technology appropriately.						
6.4	The Executive Director maintains the appropriate human resources policies and systems for staffing.						
Accomplishments:							

7 External Liaison and Public Image

		Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
		1	2	3	4	5	N/A

7.1	The Executive Director maintains a strong professional reputation in the community, the region, and in state level work.						
7.2	The Executive Director cultivates effective relationships with:						
	a. community leaders						
	b. key stakeholders						
	c. potential funders						
	d. relevant professional organizations						
	e. public officials						
7.3	The Executive Director is knowledgeable about the birth to eight field.						
	Accomplishments:						

Executive Director: Annual Evaluation

1. What are the three major strengths of the Executive Director?

2. If applicable, please identify areas of growth for the Executive Director?

3. During the past fiscal year, what have been the Executive Director's most significant achievements?

4. For this fiscal year, what difficult issues did the Executive Director face and how were those issues resolved?

5. What are areas in which the Board could provide better support to the Executive Director?

6. How well has the Executive Director supported and cultivated staff members?

7. Additional comments: