Executive Director Performance Review

RATING SCALE

*Extremely Satisfied Satisfied Unsatisfied Don’t Know*

 **3 2 1 DK**

Part A: Organizational Responsibilities

1. Vision, Mission & Strategy

How satisfied are you that the Executive Director has a clear understanding of the mission and strategy of the organization, and plays a key role in translating that mission into realistic action?

3 2 1 DK

1. Board Relationship

How satisfied are you that the Executive Director works effectively with the Board, maintaining good communication and a collegial, professional environment?

3 2 1 DK

1. People Management

How satisfied are you that the Executive Director has selected and developed qualified staff, and that the Executive Director has built morale among staff and member programs?

3 2 1 DK

1. Program Management

How satisfied are you that the Executive Director has appropriate knowledge of the organization’s programs and services, and provides suitable oversight for the provision of high quality programs and services?

3 2 1 DK

1. Effectiveness in Fund Raising and Resource Development

How satisfied are you that the Executive Director is an effective fundraiser, working well with all constituencies and donors to generate needed resources for the fulfillment of the organization’s mission?

3 2 1 DK

1. Fiscal Management

How satisfied are you that the Executive Director is knowledgeable regarding financial matters, and has established a system that allows for accurate accounting and informed financial decision-making?

3 2 1 DK

1. Operations Management

How satisfied are you that the Executive Director has assured that the organization has suitable systems, policies, and processes for: accounting and fund management; personnel management; office space; information technology; and risk management?

3 2 1 DK

1. External Liaisons and Public Image

How satisfied are you that the Executive Director successfully raises community awareness of MCBW and domestic violence by cultivating and maintaining strong relationships with community resources and the media; overseeing the public awareness and community education efforts of the organization; and representing MCBW in a professional and knowledgeable manner to the public, government agencies, funders, and the media?

3 2 1 DK

1. Other Expectations

How satisfied are you that the Executive Director has responded appropriately to unanticipated or difficult situations, and to those specific challenges associated with the unique mission of this organization?

3 2 1 DK

Part B: Personal Leadership Qualities

1. What are three (or more) major strengths of the Executive Director as a leader?
2. What are the areas in which the Executive Director would most benefit from additional development of skills or knowledge?
3. In what way does this Executive Director make a unique contribution to the organization because of the person she is?