Staff: EXECUTIVE DIRECTOR NAME

Title: Executive Director

Evaluation Period: YEAR

Your feedback regarding the Executive Director work performance during this past year is being solicited as part of their annual evaluation. Please respond to the following performance questions using the scale below, and return your completed form to: ***BOARD PRESIDENT by DATE at EMAIL ADDRESS***

Your written thoughts and suggestions are greatly appreciated.

1 Below Average 4 Excellent

2 Satisfactory

3 Above Average N/A Not applicable/No knowledge

**Part 1: Organizational Skills**

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?

4 3 2 1 N/A

1. Board Relationship

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

4 3 2 1 N/A

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?

4 3 2 1 N/A

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?

4 3 2 1 N/A

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?

4 3 2 1 N/A

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?

4 3 2 1 N/A

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?

4 3 2 1 N/A

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?

4 3 2 1 N/A

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?

4 3 2 1 N/A

**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?

**Frequency of interactions:**

\_\_\_\_\_ Daily

\_\_\_\_\_ Weekly

\_\_\_\_\_ bi-monthly

\_\_\_\_\_ Less than monthly

Thank you for taking the time to provide professional feedback on this employee's job performance for the **YEAR** year. Please feel comfortable in signing this form or in returning the feedback anonymously.

***Please return this form to:***

***BOARD PRESIDENT by DATE***

***Via email EMAIL ADDRESS***