**Leadership Performance Evaluation for Nonprofit CEO**

**For Small to Mid-size Organizations**

For the following questions, please rate the Executive Director's job performance for the past year
using the performance rating scales below:

|  |
| --- |
| **Section 1: Achievement of Goals from last review period.** |
| Description of Goal | Exceeded Expectations | Met Expectations | Needs Improvement |
| Goal 1: |  |  |  |
| Goal 2: |  |  |  |
| Goal 3: |  |  |  |
| Goal 4: |  |  |  |
| Comments: |
|  |
| **Section 2: Leadership** |
| Please rate the Executive Directors mastery of modeling core values and mission, vision, continuous improvement, empowering others, and community leadership. | Exceptional | Good | Improvement Needed | Unacceptable | Don’t Know |
| **Modeling Core Values:*** Clearly articulates and models the organization’s values and mission to the staff, board, funders, consumers and the community
 |  |  |  |  |  |
| * Leads staff in maintaining a climate of excellence, accountability and respect
 |  |  |  |  |  |
| **Vision:*** Shares her/his vision for X organization and inspires visionary thinking and action in others consistent with the mission
 |  |  |  |  |  |
| **Continuous Improvement:*** Seeks, evaluates and acts upon opportunities for innovation to change, grow and improve
 |  |  |  |  |  |
| **Empowering Others:*** Empowers the board and staff through sharing information and authority
 |  |  |  |  |  |
| * Develops leadership skills in staff through delegation and sharing management and decision-making responsibilities
 |  |  |  |  |  |
| * Inspires others by recognizing and appreciating individual excellence across the organization
 |  |  |  |  |  |
| **Community Leadership:*** Identifies, develops, and maintains the key relationships in the community necessary to support an effective organization
 |  |  |  |  |  |
| Leadership Comments: |
|  |
| **Section 3: Management Performance** |
| Please rate the Executive Directors performance in the following management areas of human resources, financial, philanthropy/fund development and governance: | Exceptional | Good | Needs Improvement | Unacceptable | Don’t Know |
| **Human Resources:*** Recruits, develops and retains a capable staff and manages its performance effectively through clear job descriptions, periodic feedback, training, and performance reviews
 |  |  |  |  |  |
| * Manages the development and retention of community volunteers necessary to achieve the organization’s mission
 |  |  |  |  |  |
| **Finance:*** Works with the staff, finance committee and the board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets), as appropriate
 |  |  |  |  |  |
| * Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws
 |  |  |  |  |  |
| **Philanthropy and Fund Development:*** With the board, develops, implements and monitors a realistic, ambitious fundraising plan that includes funding from grants, corporations or sponsorships, special events, and individual and major donors
 |  |  |  |  |  |
| * Establishes positive relationships with institutional funders including major donors, government agencies, foundations, and corporations
 |  |  |  |  |  |
| * Participates actively in identifying, cultivating and soliciting donor prospects
 |  |  |  |  |  |
| * Provides timely recognition of all contributions and grants received
 |  |  |  |  |  |
| **Governance:*** Works with the board to develop strategies for achieving the mission, goals and financial viability of the organization
 |  |  |  |  |  |
| * Provides suitable and timely information to the board about key issues for discussion, analysis and decision making that allows the board to set the agenda and focus of meetings
 |  |  |  |  |  |
| Comments: |
|  |
| **Section 4: Goals for the next review period** |
| Goal 1  |  |
| Goal 2 |  |
| Goal 3 |  |
| Goal 4 |  |
| Goal 5 |  |
| Comments: |
|  |
| **Section 5: Performance Improvement Plan***Outline any areas where the Executive Director needs improvement to reach higher levels of performance.*  |
|  |
| **Section 6: Development Plan***Outline training/development that will enhance Executive Director’s contribution to the organization. Also specify areas of support and action that the Board can do to help the Executive Director.* |
|  |
| Other Comments: |
|  |

**Additional Evaluation Criteria**

Depending upon the size, scope and service area of your organization, the following criteria may also be helpful in evaluating your chief executive:

* Strengthens perceptions in the for-profit and nonprofit sectors that the organization is the authoritative voice in NH for matters within the scope of its mission.
* Provides leadership for the nonprofit sector at large.