**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: | | | | | | | | | | | |
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| **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: | | | | | | | | | | | |
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| **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.* | | | | | | | | | | |
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| Other Comments: | | | | | | | | | | |
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**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.