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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ****Leadership Area**** | 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 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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ****Management Area**** | **Exceptional** | Good | Improvement Needed | 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 & 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 |  |  |  |  |  |
| **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 |  |  |  |  |  |

**Management Performance 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.

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| --- |
| Performance Improvement Plan |
|  |

## 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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| --- |
| Development Plan |
|  |

**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.