

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Primary Responsibilities of the ED:

Consider the factors listed below when forming your evaluation. Provide relevant, specific examples whenever possible. If you do not have enough information or experience to answer a question, please note wherever appropriate.

1. Strategic Plan and Organizational Planning

- Works with the Board to develop and implement a clear and overarching vision for the organization and understands her own leadership role.
- Works closely with volunteer leadership to create a plan for long-term sustainability.
- Designs and implements a programmatic strategy that achieves the organization's goals in collaboration with volunteer leadership.

Outstanding Good Fair Needs Improvement Don't Know

Comments (Pls. note major strengths and/or areas for improvement):

2. Board of Directors

- Supports the Chair in managing the Board and governance process.
- Advises and keeps the Board informed about strategic and other significant issues.
- Supports the Board and its committees and task forces.
- Assists in identifying and developing Board members.

Outstanding Good Fair Needs Improvement Don't Know

Comments (Pls. note major strengths and/or areas for improvement):

3. External Relations

- Strengthens JRS' relationships in the community.
- Maintains and strengthens connections and collaborations with other agencies in the community; e.g. the county, Jewish community agencies, Action Housing.
- Increases awareness of JRS in the community.
- Establishes and maintains relationships with JRS stakeholders, including parents and clients.

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Comments (Pls. note major strengths and/or areas for improvement):

4. Day-to-day operations

- Coordinates efforts of and effectively supervises the staff.
- Ensures the financial stewardship of JRS.

Outstanding Good Fair Needs Improvement Don't Know

Comments (Pls. note major strengths and/or areas for improvement):

5. Staff Management and Supervision

- Works cooperatively and effectively with staff members to maximize their contributions.
- Creates a culture of inclusion and acceptance among Board, staff and volunteers.
- Sets clear goals and communicates expectations.

Outstanding Good Fair Needs Improvement Don't Know

Comments (Pls. note major strengths and/or areas for improvement):

6. Resource Development

- Identifies and cultivates individual donors.
- Identifies and cultivates corporate and foundation funders.
- Oversees and evaluates fundraising strategies.

Outstanding Good Fair Needs Improvement Don't Know

Comments (Pls. note major strengths and/or areas for improvement):

Open-Ended Questions

1. Is there any specific situation this year that the ED could have handled better? If so, what and how?
2. What specific recommendations do you have for the ED to improve her performance and/or professional development?
3. What impressed you the most about the ED's performance this year?

