**Executive Director Annual Performance Review**

**Process Timeline:**

**January**

* ED completes the Self-Assessment sections of the review and submits to Bd President
* Bd President then seeks input from Executive Board on all Performance Criteria

**February**

* Bd President incorporates final comments and sends copy to the ED for Review
* ED and Bd President meet 1:1 to review assessment

**March**

* Executive Board meets with ED to discuss final Review and establish goals

**Quarterly**

* Bd President with Executive Committee discuss quarterly goals, alignment of SP and Ops Plan and other necessary sections to support the direction of the DRC

**Part I:** **Self-Assessment**

1. Please comment on three **program efforts/accomplishments** in the past year would you consider the most successful in advancing the DRC mission and vision?
2. Please describe progress made in each of the **three strategic plan success factors** (Expanding the Circle, Leading the Transformation; Becoming the Pillar) for the prior year.
3. What are **three goals/areas of focus** that you have for yourself in the coming year?

**Goal 1:**

**Goal 2:**

**Goal 3:**

1. What key **leadership development** opportunities are planned for the year ahead?
2. Identify **key performance goals for the Board of Directors** for the year ahead.

**Part II:** Evaluation of **LEADERSHIP** criteria.

The scale used in rating performance shall be as follows:

4 = Distinguished Performance

3 = Proficient Performance

2 = Basic Performance

1 = Unsatisfactory Performance

| **PERFORMANCE CRITERIA** | **RATING** |
| --- | --- |
| **Standard 1: Community Leadership & Industry Alignment**Serve as the organization’s chief professional officer and as spokesperson, using external presence and relationships to garner new opportunities. Recommend advocacy strategies for the organization’s mission and vision. Seek to engage, and integrate the agency with the broader community, and assures active, on-going dialogue with the community that the organization serves. Serve as organizational liaison to statewide association. Maintain connection and alignment with community mediation industry and national association.**Executive Self-Assessment: \_\_\_\_\_****Comment:**  | \_\_\_\_\_\_\_\_\_ |
| **Standard 2: Programming Health & Staff Management**Lead local programmatic excellence, rigorous program evaluation, and consistent quality of service provision and communications. Ensure operational alignment with professional standards as required by RCW 7.75, 7.07 and other applicable law. Lead, coach, develop, and retain high-performance senior leadership team. Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents. Ensure staff direction, development and oversight including implementation and reporting on annual organizational work plan. **Executive Self-Assessment: \_\_\_\_\_****Comment:**  | \_\_\_\_\_\_\_\_\_ |
| **Standard 3: Functional Operations & Financial Accountability**Serve as the chief operations officer, accountable for implementing Board-approved policies and consistent business practices, and assure clients, volunteers. Maintain full compliance in human resource administration, and assure staff and visitors of a safe, orderly, and lawful working environment. Submit and supervise annual operating budget, providing monthly financial statements, an executive dashboard analysis of finances and variances of actual performance against budget targets, while adhering to financial policies and practices approved by the Board of Directors.**Executive Self-Assessment: \_\_\_\_\_****Comment:**  | \_\_\_\_\_\_\_\_\_ |
| **Standard 4: Resource Development Communication**Serves as the chief fund development officer for the corporation, supervises an annual fund development plan, assured a balanced portfolio of charitable revenues, seeks earned income opportunities, provides staff support to actively recruit and involveBoard members and key community leaders in fund development strategies. Maintains superior database and contributor records system, and develops, publishes, and widely distributes a case for giving on behalf of the organization. **Executive Self-Assessment: \_\_\_\_\_****Comment**:  | \_\_\_\_\_\_\_\_\_ |
| **Standard 5: Strategic Direction and Board of Directors**Supports the Board of Directors, staff, volunteers, and the broader community in an inclusive planning process to assure a community-based approach to achieving the mission, operates from a strategic plan with annual evaluation and updates, and uses the strategic plan as the focal point of the organization’s program implementation and management strategies and culture.Coordinates planning for Board meetings and Board committees, provides support staffing to assure the needs of Board responsibilities are met, including executive governance, strategic planning, and board development.**Executive Self-Assessment: \_\_\_\_\_****Comment**:  |  \_\_\_\_\_\_\_\_\_  |

**Part III:**

Areas of **Commendations and Outstanding Performance**

Areas, if any, of **Demonstrated Need or Performance Improvement**

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director, Jody Suhrbier Date

Acceptance Approved on \_\_\_\_\_\_\_, 20\_\_, by the Board of Directors

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President of the Board of Directors, Mickey Lahmann Date