**Beau Biden Foundation for the Protection of Children**

Executive Director Performance Appraisal

Please complete the evaluation below, using your personal knowledge to rate performance of the Executive Director/Chief Engagement Officer in each of the following categories. If you do not have sufficient basis on which to evaluate the performance in any of these categories please indicate. You are encouraged to support your rating(s) with specific comments,

*Far Above Expectations* – performance that continually exceeds and far exceeds that which is expected from an experience, well-qualified Executive Director/Chief Engagement Officer. Overall performance at this level leaves little, if anything, to be desired.

*Above Expectations* – performance that is consistently above established requirements. The Executive Director/Chief Engagement Officer can be counted on to deliver high-quality results on more difficult and complete objectives and tasks. There is no performance deficiencies regarding the responsibility for which the Executive Director/Chief Engagement Officer is being rated.

*Meets Expectations* – Performance at a level expected of a person in a ED/CFO position. Overall results are achieved in a timely and effective manner.

*Meets Some Expectations* – Performance that indicates the need for improvement in some aspects of the job.

*Below Expectations* – performance indicating that the ED/CEO does not achieve the minimum acceptable results. Immediate corrective action must be taken to improve work performance.

**SELF- EVALUATION OF PATRICIA DAILEY LEWIS**

**Leadership** **– Delegates, motivates, coordinates and promotes innovation in achieving goals; provides leadership by instilling confidence, trust and a sense of strong management.**

Far Above Expectations

Above Expectations

**→*Meets*** *Expectation****s***

Meets Some Expectations

Below Expectations

Supporting Comments:

I believe that my performance meets expectations. In the past 10 months the Foundation has doubled our staff to 4 employees, which has added additional management and personnel responsibilities. I hired a summer intern allowing us to deliver additional programming and providing us diversity. Our team is very motivated as demonstrated by the continued commitment to trainings and events. I continue to handle any and all events and engagements personally as a member of the team whenever possible- I have a strong belief that a leader should lead first by example. I am convinced that this sets a tone for the team and instills confidence in leadership. I continue to travel introducing the Foundation and its programs to civic, community, education and law enforcement groups. I spoke at several national seminars last year and was featured on a national podcast- Best Case/Worst Case, after the host heard me speak at a conference in Atlanta. I have been appointed by the Governor to the Victims Advisory Board and most recently have been appointed to the Child Protection Accountability Commission’s working group to oversee implementation of Delaware’s Erin’s Law. I continue to respond to legislators, community leaders, educators and law enforcement to train and to address policy issues in the area of child protection. I have worked hard to make sure that the Beau Biden Foundation is at the table as child protection issues are discussed and decided, in Delaware and nationally.

I am thoughtful in decision making, working collaboratively to achieve optimum results to benefit the Foundation.

**Financial Management- Operates efficiently and uses good business judgement considering costs involved; takes the lead role in promoting/instituting cost efficiencies and sound financial management principals.**

Far Above Expectations

Above Expectations

**→*Meets*** *Expectations*

Meets Some Expectations

Below Expectations

Supporting Comments:

I believe that my performance in financial management meets expectations.

I implemented additional financial controls, separated the functions of check writing from the function of inputting and maintaining donation records. I personally review and pay all invoices and have weekly updates with the COO, and frequent meeting with the Board Treasurer. I take an active role in donor appreciation and have worked with the COO to maximize our donor interactions.

We successfully filed all necessary financial reports in 2017, and I have begun the process of trademarking our logo. I have requested the preparation of audited financial statements from our accountant, aware of the fact that certain grant programs require this level of financial documentation. I have met with various organizations and businesses in an effort to raise the profile of the Foundation, and joined the Chamber of Commerce. I believe traveling to Chamber and Rotary meeting has and will continue to provide financial benefits to the foundation.

**Community Involvement – Participates actively in the Delaware non-profit community and the national child sexual abuse community; participates with government officials in a manner that promotes awareness and a positive impression of the BBF and its mission**.

Far Above Expectations

Above Expectations

***→Meets******Expectations***

Meets Some Expectations

Below Expectations

Supporting Comments:

I believe that my performance meets expectations. I have continued to expend substantial efforts in the community to insure a positive impression of the Foundation and its mission. I have recently been appointed to the Board of Directors of the Children’s Advocacy Center of Delaware. I continue to serve on the Board of Directors of the Delaware Alliance for Non-Profit Advancement and am chair of the Advocacy and Public Policy committee. I also continue my service on the Board of Directors of Darkness to Light, and am Chair of the Program Committee. The CEO has asked that I accompany her on several meetings with large national partners.

I continue to deliver speeches on child protection at local and national events, including the multiple Human Trafficking Conferences, Foster Parent Conference, School Counselors Statewide Conference and Child Abuse trainings. BBF hosted our first Law Enforcement Conference in 2017, for 60+ law enforcement officers; plans are underway to host a Title IX Compliance and Mandatory Reporting Conference in the Summer of 2018. BBF recently co-sponsored a seminar on Human Trafficking with the Untied States Attorneys Office, with over 200 attendees.

I continue to train in the military community- the Delaware National Guard- to insure partnership with the organization that Beau loved so much- and a community whose children are more likely to be victims of abuse. While in Hawaii to speak at an International Conference on Child Abuse I had meetings with the Family Violence Center at Joint Base Hickham and with the Executive Director of the Pearl Harbor Armed Forces YMCA; BBF funded the first ever Stewards of Children training at the Armed Services YMCA at Joint Base Hickham Pearl Harbor, Hawaii.

Our partnership base continues to grow and three more school districts have signed up for district wide Stewards of Children presentations, Cape Henlopen, Colonial and Appoquinimick, as well as 2 of the three largest police agencies in Delaware. We have worked with several area schools on our cyber bullying presentations; I have personally trained more than 1000 children and adults in staying safe online. The foundation co-sponsored a Child Abuse Symposium with the Delaware News Journal.

We expanded our programming in Warminster, PA and have begun a partnership with Doylestown Hospital in Bucks County, PA. Trainings start in the coming months. We have also begun discussions with Greater Baltimore Medical Center about similar programming.

We hosted a successful event with the Cal Ripken Foundation for more than 100 children in the Summer of 2017 combining baseball and learning about internet safety. BBF spoke at more than 20 schools, camps and child serving programs –like the PAL Centers of Delaware- to thousands of children in Delaware and Washington, DC.

I work diligently with my team to insure that BBF is well known and well regarded in the community.

**Fund Development – provides appropriate leadership and support in the creation of new funding by both increasing the number of new donors and the level of contributions to the BBF.**

Far Above Expectations

Above Expectations

***→Meets Expectations***

Meets Some Expectations

Below Expectations

Supporting Comments:

I believe that my performance in this regard has improved and meets expectations. The community engagement referenced above has created new donors and friends for the BBF. I have fully engaged in meeting with potential donors, and have followed up in communities where donations were raised with the hope of giving back to those communities. BBF is very lucky to have Josh in this position, not only is he good at it, but he generously shares his expertise and experience.

Our fundraising totals exceeded projections for 2017. I have high hopes that 2018 will see that expand.

I remain responsive to Board Members requests and suggestions.

**Initiative – Takes lead role in suggesting new approaches. Originates or develops new ideas or offers constructive suggestions.**

Far Above Expectations

Above Expectations

***→Meets*** *Expectations*

Meets Some Expectations

Below Expectations

Supporting Comments:

I believe my performance meets expectations. I work very closely with the COO on all of our projects and events. We launched the Shield of Protection Initiative in 2017, a unique program developed by Josh and I. I have been actively involved in the assessments and the drafting best practice standards, as well as responding to our partners needs. We are aggressively searching for a large national partner for the Shield of Protection Initiative, and I thought Special Olympics may fit the bill. We have been advised they would like to meet with us and expect that meeting in the next few weeks.

**Responsiveness – reacts in a timely manner to specific requests from the Board of Directors and to situations requiring immediate action.**

Far Above Expectations

Above Expectations

***→Meets*** *Expectations*

Meets Some Expectations

Below Expectations

Supporting Comments:

I believe that my performance meets expectations. I respond to specific requests from the BOD in a timely and appropriate manner. I have worked with various board members directly, as well as those referred by the board, to engage with the Foundation. I address matters quickly and efficiently. I believe that the additional personnel have substantially improved our ability to react and respond.

I continue to remain available to media, and we actively engage in social media responding to situations that require the expertise of the Foundation. I do believe that investing in working with a large media firm would allow us more public exposure. I have been very disappointed with the recent media coverage of issues germane to our mission where there is no voice for prevention programing in addressing continuing abuses of children.

**Interpersonal Relations/Communication – interacts efficiently with others at all levels; communicates effectively with Board members; co-workers, donors, government officials, community leaders and other interested third parties.**

Far Above Expectations

Above Expectations

***→Meets*** *Expectations*

Meets Some Expectations

Below Expectations

Supporting Comments

I believe that my performance meets expectations. I continue to be very active in the communities we serve and make myself available days, nights and weekends to respond to the needs of our community. I have interacted with Board members, donors, government officials, community leaders, professional organizations and the media. Gov. Carney has recognized the Foundation and our contributions at several events, and most recently his inaugural committee made a $10,000 donation to BBF.

I have responded to Board member and donor requests on a variety of issues, even accepting an invitation to accompany a high dollar donor to an event in Lake Tahoe, NV. I believe that the feedback received demonstrates that I am generally well regarded.

As for co-workers, I love working with Josh. His skills are considerable and he has a work ethic like mine. I am truly grateful for him. Claudine and Dominique are likewise wonderful colleagues. Periodically there have been some personnel issues with Claudine, but I believe that my management experience and patience in dealing with these issues has allowed us to move past the problems and I see real progress.

**Program Development – Initiates development of programming, recognizes growth potential, develops opportunities.**

Far Above Expectations

Above Expectations

***→Meets*** *Expectations*

Meets Some Expectations

Below Expectations

Supporting Comments:

I believe that my performance meets expectations. As earlier noted we have launched a unique program called the Shield of Protection Initiative, working with child serving organizations we have created a holistic review and suggested implementation of policies, practices and programming to assess and advance child protection. This affords BBF a true opportunity to move to a national organization and make a significant lasting impact on child protection in this country.

I have traveled extensively and met with a substantial number of organizations and individuals to expand our reach and develop new programming partners. I recognize that to achieve national status we must have a seat at the table and be recognized as a leader. Within a reasonably brief period of time the Foundation has been recognized as a leader. We are fully engaged in program outreach on a broad basis. I look forward to working with experts and exploring opportunities for expanding original programming. I believe we can grow and develop incredible opportunities, making this the organization that Beau would be proud bears his name.

I remain honored by the opportunity to help lead this Foundation.

**Signature of Executive Director** : **Patricia Dailey Lewis /s/**

**Dated: January 24, 2018**

Please provide any additional comments you believe are important for a thorough evaluation of the Executive Director.

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_