

MORRIS COLLEGE

Job Description

Job Title: Vice President for Strategic Planning and Initiatives / Title III Coordinator

Reports To: President

FLSA Status: Exempt

Employment Type: Full-Time, Executive Leadership

Position Summary:

The Vice President for Strategic Planning and Initiatives / Title III Coordinator is a senior executive leadership role reporting directly to the President and serving as a core member of the Executive Cabinet at Morris College. This position provides strategic oversight and leadership for the College's long-range planning, institutional effectiveness, and key cross-functional initiatives that drive growth, innovation, and sustainability.

In addition to strategic responsibilities, the Vice President serves as the College's Title III Coordinator, overseeing the development, implementation, compliance, and reporting of the Title III Strengthening Institutions Program under the Higher Education Act and the fostering of undergraduate talent by unlocking resources for education Future Act. The role ensures that Morris College leverages Title III and other federal funding to support academic, student support services, technological advancement, and institutional capacity building.

This dual-position is critical to advancing Morris College's mission, enhancing operational excellence, and supporting initiatives that strengthen the institution's position as a premier liberal arts HBCU.

Essential Duties and Responsibilities:

Strategic Planning and Institutional Initiatives

- Lead the design, implementation, and evaluation of the College's strategic plan, ensuring alignment with institutional goals and the President's vision.
- Coordinate the development of strategic priorities in collaboration with cabinet members, academic leaders, and external stakeholders.
- Develop and maintain strategic performance metrics, dashboards, and progress reports for continuous institutional assessment and improvement.
- Facilitate cross-departmental working groups and strategic planning retreats to foster institutional engagement and shared vision.
- Conduct research and data analysis to support future-focused decision-making and long-range planning efforts.
- Present regular reports on strategic outcomes of the Strategic Plan to the President, Board of Trustees, and College community.

Title III Program Administration

- Provide leadership and oversight for all Title III and Future Act operations, including program planning, budgeting, implementation, and evaluation in accordance with federal guidelines.
- Ensure compliance with U.S. Department of Education regulations, reporting requirements, and performance measures.
- Collaborate with Title III Activity Directors, fiscal officers, and institutional stakeholders to implement funded initiatives aligned with Morris College's strategic objectives.
- Prepare and submit the Title III Annual Performance Reports (APRs), budget justifications, and any required modifications in a timely and accurate manner.
- Serve as the primary liaison to the U.S. Department of Education for Title III program communications, updates, and monitoring visits.
- Promote a culture of accountability and transparency in managing Title III funds and outcomes.

Minimum Qualifications:

- Master's degree in higher education administration, business, public policy, or a related field required; doctorate preferred.
- A minimum of 7–10 years of progressively responsible leadership experience in strategic planning, institutional effectiveness, or grant administration in a higher education setting.
- Strong knowledge of Title III regulations and federal grant compliance procedures.
- Demonstrated success in managing large-scale institutional initiatives and federally funded programs.
- Excellent written, verbal, analytical, and interpersonal skills with a collaborative leadership style.

Preferred Qualifications:

- Executive-level experience in higher education, preferably at a Historically Black College or University (HBCU).
- Experience working with U.S. Department of Education programs and performance reporting systems (e.g., G5, EDFacts).
- Familiarity with accreditation processes and institutional research tools.
- Commitment to access, equity, and student success.

Work Environment:

This position is located on the Morris College campus in Sumter, South Carolina. The role requires occasional evening and weekend commitments, as well as periodic travel for conferences, training courses, and federal grant compliance. The Vice President will collaborate regularly with campus leaders, Title III personnel, faculty, and federal agency representatives.

Please submit resume, transcripts and a list of three references to alawson@morris.edu.