Job Title: President of the College

Reports to and Evaluated by: The Board of Trustees

As Chief Executive Officer, the President is directly responsible and accountable to the Board of Trustees. The President is the only employee and direct report to the Board of Trustees. In accordance with state statutes and policies of the Board of Trustees, the President performs or delegates all executive and administrative duties necessary for the operation of the College.

Nature of Work: Lead and coordinate an overall vision for the College’s future; oversee the work of the President’s direct reports as identified in the organizational chart; update and oversee the College’s strategic plan; lead ongoing fundraising efforts; facilitate and maintain alumni relations; develop relationships with employers, the community and alumni; increase enrollment and student success rates; and oversee academic program expansion.

Required Traits, Skills, and Qualifications: The College requires an energetic, approachable and dynamic leader with diplomatic management skills who has a master’s degree and a minimum of five (5) years of management experience in the educational, public, or private sector. Significant experience in an educational setting is necessary for vision, planning support of the College’s goals. A proven track record of public speaking and excellent interpersonal skills are both required. A pro-student approach and commitment to leading the College into an exciting future are essential. Relevant leadership experience is preferred with a demonstrated ability of success with alumni relations and fundraising, as the President will play a pivotal role in engaging alumni and fundraising. The President will need a strategic vision for an alumni program and community giving and will be expected to cultivate, solicit and steward the alumni and friends of the College.

The President is expected to be a leader who consistently demonstrates:

- dedication to and enthusiasm for the mission of Morton College;
- commitment to community college philosophy and ideals in higher education;
- College’s core values of truth, compassion, fairness, responsibility, and respect;
- excellent leadership ability;
- sound judgment and business acumen;
- the ability to oversee the management of institutional finances, including budgeting preparation and monitoring;
- the ability to create a climate that promotes trust, mutual respect, cooperation, and collegiality;
- excellent written and verbal skills (public and private) and ability to relate to and communicate with all levels of the campus and community;
• success in positive employer / employee relations both inside and outside a union environment;
• a record as a team player who motivates and fosters accountability;
• the ability to set and manage priorities;
• the ability to plan and implement marketing strategies for recruitment and retention of students;
• the ability to plan and implement strategies for student success;
• an understanding of innovative technology in the teaching-learning process;
• openness to new ideas and programs for continual improvement;
• success in working with business, industry, governmental and community organizations to assure support for college programs and activities;
• understanding of curriculum development;
• understanding of grant applications and funding;
• sensitivity to diverse needs of community college students;
• the ability to implement and maintain a strategic plan;
• the ability to lead a college that is committed to collective bargaining;
• an understanding of shared governance; and
• the ability to build an alumni program from the ground up, solicit gifts from alumni and non-alumni, fundraise for capital development and scholarships, and oversee all fundraising organizations associated with Morton College.

**Specific Job Duties:**

1. To administer and direct the affairs of the College in accordance with the provisions of the laws of the United States, the State of Illinois, the Rules of the Illinois Community College Board, other authorized regulatory agencies, and the policies of the Board of Trustees.

2. To define and interpret the purposes and goals of the comprehensive two-year college in the State of Illinois to the Board of Trustees, the public, and staff of the College.

3. To assume primary responsibility for the attainment of these goals, for the administrative action, and for establishing and maintaining channels of communication which link the components of the academic community.

4. To represent the institution to the public effectively and to be a positive spokesperson for the College.

5. To provide leadership in engaging the staff in setting directions for curricular and organizational change designed for improvement of the total educational program of the College.

6. To present to the Board of Trustees faculty views, including dissenting ones, in areas and on issues of significant concern.

7. To inform the faculty of the views of the Board of Trustees and the administration on various issues which from time to time confront the College.
8. To recommend to the Board of Trustees for its approval all candidates for full-time employment and to report to the Board of Trustees all part-time employments and full-time overload.

9. To recommend to the Board of Trustees for its approval all full-time resignations, terminations, and retirements; and to report to the Board of Trustees all part-time resignations, terminations, and retirements.

10. To ensure that each administrator and full-time member of the faculty and classified staff, be evaluated in writing on an annual basis.

11. To secure new sources of revenue and to maintain existing sources of revenue.

12. To serve as a liaison between and among students, the public, College staff, and the Board of Trustees as appropriate.

Position Unit: Administrator
Position Classification: Exempt