



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position:

**CHIEF DISASTER RECOVERY OFFICER**

The Chief Disaster Recovery Officer (CDRO) oversees the administration and management of the Virgin Islands Housing Finance Authority's (VIHFA) programs and projects and is responsible for the administration and management of the Community Development Block Grant – Disaster Recovery (CDBG-DR) Grant and Communications Divisions. The CDRO will also serve as the direct liaison with the Federal Emergency Management Agency (FEMA) for the closeout of the Sheltering and Temporary Essential Power (STEP) Program and with the Government of the Virgin Islands Office of Disaster Recovery. This is a Territorial position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ⇒ Assists the Executive Director in determining and carrying out immediate and long-term plans to assure sound administration of the Authority's Disaster Recovery programs and services.
- ⇒ Assists the Executive Director with the preparation, review and presentation of reports to the Board of Directors, Government Officials, Department of Housing and Urban Development (HUD) and other appropriate local and federal entities.
- ⇒ Serves as prime resource on the interpretation of Federal regulations and policies which impact on and affect VIHFA. Provides technical assistance and seeks expertise advice from Executive Team, Directors and other professionals.
- ⇒ Serves as Federal strategic advisor. Ensures that the Executive Director, Executive Staff and Division Directors are informed of all matters and issues which could affect the Authority and its operations.
- ⇒ Supervises personnel as assigned by the Executive Director and oversees the activities for which they are responsible.
- ⇒ Creates and maintains day-to-day cross-departmental relationships to enable leadership success.
- ⇒ Ensures the Executive Director's decisions and directives are implemented.
- ⇒ Provides direct support to the Executive Director and assumes day-to-day responsibility for projects and tasks assigned.
- ⇒ Organize and analyze data for creation of management tools and problem solving.
- ⇒ Establish a Program Management Office for oversight of a large program.

**QUALIFICATIONS:**

- ⇒ **Education:** Master's Degree in Public Administration, Business Administration, Business Management or related field required.
- ⇒ **Experience:** Ten years of experience in a supervisory role in related work (Disaster, HUD-CDBG-DR, Housing, Construction, Finance etc.). Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Working knowledgeable of the Authority's programs and services desirable. Ability to exercise considerable initiative, independent judgment and discretion in performing duties, including confidential matters. Strong public relations skills. Ability to interact effective, tactful and professionally with employees, media and the public. Excellent oral and written communications skills. Ability to be flexible and work under pressure. Ability to work harmoniously with other agency personnel. Ability to maintain confidentiality in all assignments. Excellent phone etiquette and customer service skills. Ability to use diplomacy and discretion in giving out information. Ability to provide exceptional customer service. Ability to remain calm and professional at all times, particularly in stressful situations. Excellent team player who can adapt to new situations quickly and mobilize others to do the same. Ability to work with and through people at all levels. The individual must be able to work independently, be organized, be able to prioritize and meet deadlines. Computer literate to include Microsoft Word, Excel, Power Point, Outlook and desktop publishing. Must possess a valid Virgin Islands Driver's License.

**SALARY:** \$110,000 per annum (Negotiable) – CDBG-DR Grant Funded position

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Employment applications are available at our offices or may be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov). Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation by Friday, December 6, 2019 to:

**Virgin Islands Housing Finance Authority**  
**Attention: Human Resources Office**  
**3202 Demarara Plaza Suite 200, St. Thomas, USVI 00802-6447**  
**or**  
**100 Lagoon Plaza Suite 4, St. Croix, USVI 00840-3912**  
**or via email at [HR@vihfa.gov](mailto:HR@vihfa.gov)**

Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*