



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Croix District

### **CDBG-DR DIRECTOR OF PROGRAMS**

The Community Development Block Grant - Disaster Recovery (CDBG-DR) Director of Programs oversees the operations, administration, implementation, and management of the CDBG-DR Programs, with respect to the CDBG-DR funds received in the aftermath of Hurricanes Irma and Maria. Responsibilities also require serving as an expert in housing, infrastructure, business resiliency, construction, operations management, developing written materials, managing staff, supervising the training and technical assistance to staff and subrecipients, and working directly with agencies and senior staff. This is a Senior Level Territorial position.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Provide overall leadership of the Irma/Maria DR Programs Team and directs CDBG-DR and CDBG-MIT Programs staff and subject matter experts in support of Economic Resiliency, Infrastructure, Housing/Rental Rehabilitation & Reconstruction, Public & Affordable Housing, Public Services & Public Facilities, and Construction Management.
- ⇒ Supervise the development, coordination, and operation of various CDBG-DR and CDBG-MIT programs to ensure timely execution of program activities and timely expenditure of program funds.
- ⇒ Support Executive Director, CDRO, Disaster CDBG-DR Director and work collaboratively with Subrecipients and Program departments to implement CDBG-DR/MIT programs.
- ⇒ Serve as one of the primary liaisons between the USVI CDBG-DR/MIT Program Team and the Department of Housing and Urban Development (HUD).
- ⇒ Work with Executive Director, CDRO, CDBG-DR Director to develop and issue process improvement implementation plans to ensure all CDBG-DR and/or CDBG-MIT programs are meeting performance goals.
- ⇒ Manage and coordinate program support staff to ensure staff are delivering level of services that support achievement of action plan goals and ensure that staff are appropriately trained for their roles.
- ⇒ Develop and issue Process Improvement Implementation Plans to ensure all CDBG-DR and/or CDBG-MIT programs are meeting performance goals.
- ⇒ Monitor housing operations, construction and application processing to identify the root causes of production bottlenecks and provide technical assistance to the staff to increase production levels.
- ⇒ Assist with compilation of information and development of reports required for HUD reporting and other operational required reporting.

#### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Urban Planning, Public Administration, or a related field, or a Bachelor's Degree plus commensurate experience in those fields. Master's Degree from an accredited college or university in Business Administration, Urban Planning, Public Administration, or a related field desirable.
- ⇒ **Experience:** 8+ years of in-depth experience working with CDBG-DR/MIT or related federal disaster recovery programs/grant administration in the field of single/multi-family housing, affordable housing, economic development and infrastructure. 8+ years of CDBG-DR/MIT project management experience including program start-up through implementation and closeout. 8+ years of experience in private sector project implementation or tier-1 management consulting strategic change engagement management. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Exceptional analytical and quantitative problem-solving skills. Initiative taker, eager to break new ground, roll your sleeves up and do what ever it takes to get across the "finish line". A working knowledge of regulations governing the CDBG-DR/CDBG-MIT Programs. Ability to work effectively with people at all levels in an organization. Ability to work in a fast-paced environment. Demonstrated ability to multi-task and work collaboratively in a team-oriented environment. Very strong computer literacy, including Microsoft Office 365. Previous experience with grant administration and financial management software applications. Excellent verbal, interpersonal, and written communication skills. Strong analytical, problem-solving, and decision-making capabilities. Valid Virgin Islands Drivers License.

**SALARY: \$90,000-\$100,000** per annum depending upon qualifications. CDBG-DR grant funded position.

#### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

**During the Stay at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Monday, August 31, 2020;** however, this position will remain open until filled. 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*