



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

DISASTER RECOVERY REPORTING MANAGER

The Community Development Block Grant, Disaster Recovery (CDBG-DR) Reporting Manager (DRRM) is responsible for providing comprehensive reporting solutions and performance analysis by providing data analytics to highlight useful information and support decision making. This position is a subject matter expert and will contribute to collective decision-making within the CDBG-DR and the CDBG-MIT (Mitigation) programs. The DRRM works behind the scenes to implement (and optimize) business intelligence/analytics & reporting tools to manage content creation. DRRM's help drive critical program decisions by analyzing metrics and designing reports. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Assists with compilation of information and development of reports required for standard HUD reporting and other required program risk-based performance assessment and management.
- ⇒ Translates business rules into requirements definition documents, designs, develops, and maintains ongoing metrics, reports, analyses, and dashboards to support analytical decision-making on key disaster recovery initiatives.
- ⇒ Conducts and /or assists in conducting workshops to help CDBG-DR/MIT staff to improve Grants Administration automation, SAP Business One, and MSOffice 365 tools efficiency, and techniques to help them improve their scope of work processes.
- ⇒ Decompose high level business needs into functional needs by understanding problem and determining data needs.
- ⇒ Provides data warehouse development data mining for process automation, ETL, analytics, and reporting.
- ⇒ Lead requirements gathering sessions; perform detailed analysis and research activities.
- ⇒ Handle small projects, present results and meet deadlines by collaborating multiple projects.
- ⇒ Develop and create data layout like tables, charts, graphs, heat maps and process flow diagrams.
- ⇒ Develop and enhance spreadsheets and databases' functionality like usage of forms, templates and logic functions.
- ⇒ Create and maintains day-to-day cross-departmental relationships to enable leadership success.
- ⇒ Support CDBG-DR Director, CDBG-DR Director of Programs, Projects & Portfolio Program Managers, and work collaboratively with CDBG-DR Consulting Manager, VIHFA departments to implement CDBG-DR and CDBG-MIT programs.
- ⇒ Assist with establishment and oversight of the CDBG-DR / CDBG-MIT Program Management Office.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree and/or Master's Degree from an accredited college or university in Business Administration, Computer Science, Information Management, or a related field, or a Bachelor's Degree plus commensurate experience in those fields.
- ⇒ **Experience:** 8 years of management / technology consulting experience, including designing and implementing business operations, establishing policies that promote strategy, structure, systems, culture and vision, overseeing operations and working with senior leadership level. 5 years of in-depth experience working with CDBG/CDBG-DR or related federal disaster recovery programs/grant administration in the field of affordable housing, economic development and/or community development. Experience with implementation of housing and community development programs at the federal and local levels. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Previous experience with Microsoft Business Intelligence Stack (SQL Server, Excel, SharePoint). Advanced Microsoft Excel / Access and ability to use tools productively. Previous experience with reporting tools: TOAD, SQL Plus, Tableau, Qlikview, Power BI, Crystal Reports. Previous experiences with Operating Systems: Microsoft Windows (Desktop and Application Servers). Demonstrated leadership including the ability to motivate staff. Excellent communication and problem-solving skills. Demonstrated ability to multi-task, work collaboratively in a team-oriented environment. A working knowledge of regulations governing the CDBG-DR / CDBG-MIT programs. Valid Virgin Islands Drivers License.

SALARY: \$58,240 - \$72,800 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.** 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. **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