



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](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 Friday, January 8, 2021;** 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*