



The Virgin Islands Housing Finance Authority  
is seeking qualified applicants for the following position  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM MANAGER**

The Community Development Block Grant (CDBG) Program Manager is responsible for the administration, implementation, and management of the Community Development Block Grant Program. This is a Territorial position.

**ESSENTIAL FUNCTIONS:**

- ⇒ Manages and oversees implementation of the CDBG Program and other miscellaneous community development grants which may be administered by the VIHFA from time to time.
- ⇒ Delegate work assignments and supervise day-to-day activity of program staff.
- ⇒ Serve as primary liaison between CDBG Program and HUD Area Office.
- ⇒ Review, analyze, and interpret relevant notices and other technical guidance from HUD relative to program regulations.
- ⇒ Provide technical support and assistance to program staff and subrecipients to ensure timely execution of program activities and timely expenditure of program funds.
- ⇒ Download IDIS reports and analyze/evaluate program performance.
- ⇒ Formulate policies and procedures to improve the efficiency of program administration.
- ⇒ Ensure program compliance with federal regulations including but not limited to: Environmental Review, Labor Standards, Fair Housing, etc.
- ⇒ Direct the environmental review process to include interpretation of relevant NEPA policy and environmental review guidance, preparation of environmental review file for projects including determination of the appropriate level of environmental review, review of the source documents received from cognizant agencies, review of assessment forms completed by staff, and submission of requisite notices to HUD.
- ⇒ Review and approve subrecipient cash requests.
- ⇒ Conduct public hearings and other meetings as required by the Citizen Participation Plan to obtain the input of stakeholders and the public in general relative to assessment of the needs of the Territory with regards to community development, housing, and homelessness.
- ⇒ Oversee the annual grant application process including but not limited to scheduling, coordination of public hearings/meetings, review and evaluation of applications, preparation of Board package re: recommendations of activities to be funded.
- ⇒ Assign and direct the preparation of grant award letters, and other correspondence to grantees, partner agencies, etc. and review thereof prior to presentation for signature by the designated agency official, if required.
- ⇒ Review monthly reports submitted by program staff and incorporate into reports for Division Director.
- ⇒ Prepare program reports and assist with preparation of the Annual Plan, CAPER, and Five- Year Consolidated Plan, and other planning documents as may be required by HUD. Federal reports required include, but are not limited to, Federal Funding Accountability and Transparency Act (FFATA), Section 3 Performance Evaluation & Registry System (SPEARS) Report – Form HUD 60002, and the Semi-Annual Labor Standard Enforcement Report.
- ⇒ Assist Division Director with compilation of information required for internal and external reports.
- ⇒ Work with Division Director, HOME Program Manager and the ESG Program Manager to develop comprehensive, coordinated strategies and funding priorities for the “Consolidated Plan programs”.

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

- ⇒ **Education:** Bachelor’s degree from an accredited college or university in Business Administration, Accounting, Finance or related field required. Master’s Degree preferred.
- ⇒ **Experience:** 5+ years of experience working with CDBG or related federal programs or grant administration. Equivalent combination of education and experience may be substituted. Equivalent combination of education and experience
- ⇒ **Knowledge, Skills & Abilities:** A working knowledge of regulations governing the CDBG Program; Previous grant writing and grant administration experience; Previously managerial and supervisory experience; Demonstrates leadership qualities including the ability to motivate staff; Demonstrates the ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; Excellent oral and written communication skills and analytical abilities; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; and a Valid Driver’s License.

**SALARY:** \$62,400 - \$76,960 per annum depending upon qualifications.

**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 July 28, 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*