



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

### **CDBG MITIGATION MANAGER**

The CDBG-Mitigation Manager of Community Development Block Grant - Disaster Recovery (CDBG-DR) Program oversees the programmatic management of the CDBG-Mitigation Program, with respect to the CDBG-Mitigation funds received in the aftermath of Hurricanes Irma and Maria. Responsibilities may also include serving as an expert on the CDBG-Mitigation Federal Register Notice policy and regulatory issues, 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:**

- ⇒ Assist the Director of CDBG-DR in the overall management of the CDBG-Mitigation Program
- ⇒ Assist in managing the CDBG-Mitigation staff and subject matter experts to develop and implement policies and procedures to support housing, infrastructure, construction management and economic development programs.
- ⇒ Assist in the supervision of training and technical assistance to program staff, grantees/subrecipients to ensure timely execution of program activities and timely expenditure of CDBG-Mitigation program funds.
- ⇒ Support Chief Disaster Recovery Officer and work collaboratively with VIHFA departments to implement CDBG-DR programs.
- ⇒ Assist in the development of policies and procedures to improve the efficiency of program administration.
- ⇒ Review reports submitted by program staff and incorporate into reports for the CDBG-DR Director.
- ⇒ 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.
- ⇒ Assist and provide recommendation on the selection process for CDBG-DR grant applications.
- ⇒ Assist with compilation of information and development of reports required for HUD reporting and other 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:** 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 & Abilities:** A working knowledge of regulations governing the CDBG-DR Program; Previous grant administration experience.; Previous managerial and supervisory experience; Demonstrated leadership including the ability to motivate staff; Demonstrated ability to multi-task, work collaboratively in a team-oriented environment, and problem solve; Computer literate, including Microsoft Word, Excel, PowerPoint, and Outlook; Excellent verbal, interpersonal, and written communication skills; Ability to work in a fast-paced environment; Strong analytical, problem-solving, and decision-making capabilities.

**SALARY:** \$90,000-\$100,000 per annum depending upon qualifications. 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 to:

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

Deadline for submittal is Wednesday, March 25, 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.*