



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

The Community Development Block Grant, Disaster Recovery Senior Consultant (DRSC), serves as a project manager and consultant for the Programs and Administration teams. The DRSC develops technical and non-technical written content and diagrams for deliverables and program documents. The DRSC works behind the scenes to implement (and optimize) business intelligence/analytics & reporting tools and manage content creation across multiple Project Management Office (PMO) functions. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Assist 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.
- ⇒ Conduct and /or assist in conducting workshops to help CDBG-DR 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.
- ⇒ Provides data warehouse development data mining for process automation, ETL, analytics, and reporting.
- ⇒ Lead requirements gathering sessions; perform detailed analysis and research activities.
- ⇒ Create and maintains day-to-day cross-departmental relationships to enable leadership success.
- ⇒ Support CDBG-DR Director, Projects & Portfolio Program Manager, and work collaboratively with 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. Project Management Institute (PMI) – Desired. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills & Abilities:** 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. Previous experience with programming languages: SQL, PL/SQL, MYSQL, Visual Basic, UNIX. Previous experience with databases and platforms: Oracle Databases, Microsoft SQL Server, Microsoft Office 365 suite, Microsoft Access, AWS. 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), UNIX, iOS. A working knowledge of regulations governing the CDBG-DR CDBG-MIT programs. Valid Driver's License required.

SALARY: \$62,400-\$76,960 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 Wednesday, July 22, 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