



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded positions for the St. Thomas/St. John and St. Croix Districts:

PROJECTS & PORTFOLIO PROGRAM MANAGER

The Community Development Block Grant, Disaster Recovery Projects & Portfolio Program Manager (PPPM), assists with portfolio management of disaster recovery projects. Develops, assesses, monitors, and reviews disaster recovery projects/programs and provides assistance to help move projects from start to finish by coordinating information, data analysis and contributing to the overall project performance. The PPPM works behind the scenes to solve problems, mediate disputes, and deal with issues, developing written materials, working directly with CDBG-DR senior staff. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Develop program & portfolio tracking that is focused on achieving HUD's national objectives for the territory.
- ⇒ Ensure that the portfolio accomplishes and can report on its value goals, including quantifiable hard and soft benefits, in a consistent, reliable and timely manner.
- ⇒ Lead demand management and prioritization of a roadmap for CDBG-DR Action Plan.
- ⇒ Support CDRO, CDBG-DR Director, Senior Managers and work collaboratively with CDBG-DR, VIHFA departments to implement CDBG-DR and CDBG-MIT programs.
- ⇒ Gather requirements from CDBG-DR Senior Managers in a way that: ensures they are clearly understood, aligned with our strategies, effectively communicated and tracked, including clearly defined minimum success criteria and defining what "done" looks like.
- ⇒ Support project management phases such as planning, execution, and results monitoring for quality assurance, accuracy, and completeness.
- ⇒ Assist with compilation of information and development of reports required for standard HUD reporting and other required program risk-based performance assessment and management.
- ⇒ Compile data and prepare reports regarding the activities and operations of all CDBG-DR Programs and supporting Administrative functions.
- ⇒ Define and build dashboards and visualization tools for executive consumption, while bringing in data from different systems.
- ⇒ Conduct and /or assist in conducting workshops to help CDBG-DR staff to improve MSOffice 365 tools efficiency, and techniques to help them improve their scope of work processes.
- ⇒ Assist the CDBG-DR /MIT staff and subject matter experts with project management phases, issue tracking, and process improvement.
- ⇒ Create and maintain day-to-day cross-departmental relationships to enable leadership success.
- ⇒ Assist in the development of policies and procedures to improve the efficiency of program administration.
- ⇒ Coordinate with Financial Analysts to ensure programs/projects are managed within budget.
- ⇒ Assist with establishment and oversight of the CDBG-DR / CDBG-MIT Program Management Office.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Information Management, or a related field, or a Bachelor's Degree plus commensurate experience in those fields. Project Management Institute (PMI) - Desired. Six Sigma (Greenbelt) - Desired.

- ⇒ **Experience:** 5 years of management 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 & Abilities:** Demonstrated leadership including the ability to motivate staff. Demonstrated ability to multi-task, work collaboratively in a team-oriented environment. Excellent verbal, interpersonal, and written communication skills. Strong analytical, problem-solving, and decision-making capabilities. Advanced proficiency across Microsoft Office / 365 applications with focus on analytical tools (e.g. MSEXcel and MSAccess). Knowledge of data science and information management. Excellent PowerPoint skills, including the ability to take complex data and simplify it for decision making. Previous experience with business intelligence reporting tools. Previous experience with digital grant administration technology solutions. Ability to work in a fast pace environment. A working knowledge of regulations governing the CDBG-DR / CDBG-MIT programs. Valid Driver's License.

SALARY: \$54,080-\$68,640 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 Friday, June 5, 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