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

HOUSING DIRECTOR

The Community Development Block Grant - Disaster Recovery (CDBG-DR) Housing Director oversees the administration, implementation, and management of the CDBG-DR Housing Programs, with respect to the CDBG-DR funds received in the aftermath of Hurricanes Irma and Maria. The Housing Director will play a critical role in coordinating the implementation of the CDBG-DR Housing Programs. The Director will work closely with CDBG-DR Director of Programs, DR Construction Lead, Administration Leadership, Environmental Manager, Housing program staff, consultants, contractors, and will liaise with grantees, Territorial, and Federal Officials. This is a Territorial position; the position will be highly visible that requires an in-depth knowledge and understanding of issues confronting housing recovery and principles and practices of housing construction.

ESSENTIAL FUNCTIONS:

› Develop short- and long-range divisional goals and objectives, assisting in the development, preparation, and administration of the division budget.
› Formulate, organize, and monitor plans and procedures that will drive successful housing program performance to ensure deliverables are met and make modifications, as needed.
› Direct technical and administrative activities and coordinate programmatic activities to ensure effective working relationships. Resolve all program issues.
› Supervise, direct, and evaluate staff, construction contractors, and consultants.
› Speak before public groups on the plans, programs, and goals of the Virgin Islands Housing Finance Authority, CDBG-DR Housing Program.
› Support Executive Director, CDRO and work collaboratively with CDBG-DR Director of Programs, and VIHFA departments to monitor the CDBG-DR housing programs.
› Coordinate work involved in review, edit and implementation of internal policies, operations, and work procedures which impacts the programs to expedite rehabilitation, reconstruction, and construction of single and multi-family homes to improve the efficiency of the program.
› Prepare operational reports, memorandums, policy recommendations, correspondence, and other documentation.
› Work with CDRO and the Director of Programs to improve the efficiency of program administration.
› Perform contractor management, review construction progress, and approve associated project schedules.
› Provide responsive, high-quality service to applicants, CDBG-DR staff, Territorial and Federal Officials, Contractors, and the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.
› Collaborate with CDRO, Director of Communications, DR Staff to advise and guide Case Management Contractor on proper messaging on the available pathways for eligible applicants.
› Participate in Program status and progress meetings with Senior staff, Territorial and Federal Officials, and Contractors.
› Assess program performance, and suggests appropriate changes, as necessary, to maximize participation, efficiency, and productivity.
› Assist with compilation of information and development of reports required for HUD reporting and other required reporting. Respond to monitor and audit findings are concerns.
› Prepare and review KPI metrics and reports for Senior staff and HUD.

QUALIFICATIONS:

› 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 or 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 and 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; Valid Driver’s License.

SALARY: $95,000 - $105,000 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vita. During the Safer 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. 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