



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

### **NON-FEDERAL MATCH DISASTER RECOVERY SPECIALIST(S)**

The Non-Federal Match Disaster Recovery Specialist is responsible for performing a variety of project review and monitoring tasks associated with Federal Emergency Management Agency (FEMA) obligated projects that review a CDBG-DR local match. A thorough knowledge of CDBG-DR, FEMA and other disaster assistance programs and policies is essential. The specialist assists the subrecipient and subgrantee with program eligibility requirements to meet non-federal match recovery goals and objectives. Responsibilities may also include developing written materials, providing training and technical assistance, and working directly with the sub-recipient and sub-grantees to provide technical assistance. Adherence with disaster recovery progress, strategies and outcomes set by the Non-federal Senior Manager and the Director of Programs as set forth in the Action Plan(s) is essential.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Assist with the development of program procedures and processes.
- ⇒ Provides guidance, expertise and translation of Federal regulations (CDBG-DR, cross cutting Federal requirements, Duplication of Benefits, etc.) for implementation of programs.
- ⇒ Provides training and technical assistance to the subrecipient and sub-grantees for FEMA obligated projects.
- ⇒ Interpret and apply regulations of the federal project management systems.
- ⇒ Provides technical assistance to support non-federal match disaster recovery team efforts for eligible FEMA match projects.
- ⇒ Provide training to the Sub-recipient and eligible GVI agencies, authorities, private-nonprofits, contractors, or local staff to ensure program compliance.
- ⇒ Monitoring policies and procedures as identified by programs or shared services; researching, drafting and reviewing of all related documents (templates, training guides, standard operating procedures, etc.); and building consensus among stakeholders.
- ⇒ Reviewing all program documents such as pre-applications, applications, FEMA project worksheets (PW), FEMA environmental reports, PW version amendments, project approvals, invoices, payment requests, closeouts, or cancellations to maintain oversight on compliance with program policies and procedures.
- ⇒ Generates reports, presentations, graphics, forms, and other documents to demonstrate information flow and program results as required.
- ⇒ Other related duties as assigned.

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

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business, Economics, Public Policy Administration, Urban Planning, Geography or related field.
- ⇒ **Experience:** Minimum of three (3) years' experience in project management, business administration, or overseeing grant programs is required. Minimum of two (2) years of in-depth experience working with CDBG/CDBG-DR or related federal disaster recovery programs, specifically the monitoring and review or project management of disaster recovery projects; Experience authoring CDBG-DR policies and implementing CDBG-DR or disaster related programs; Ability to assist in the generation of program policies and procedures; Solid knowledge of program management and project coordination of multiple projects; Ability to work with FEMA Grants Portal and Enterprise Identity Management (Emmie) Systems. An equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills & Abilities:** Prior government experience ideal with disaster management in FEMA PA or IA is preferred; Excellent coalition building and influencing skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; and Outstanding presentation and communication skills and the experience and ability to be an outgoing spokesperson and relationship builder. Must have technical writing, presentation development, and research skills. Experience managing projects and coordinating with other project managers. Ability to manage multiple and sometimes changing projects in a fast-paced, deadline-driven environment. Excellent report writing, analytical, editing and proofreading skills. Knowledge of GIS, mapping and census data assessment tools. Computer literate to include Microsoft Word, Excel, PowerPoint, and Outlook. Good oral and written communications skills. Ability to be flexible and work under pressure. Ability to maintain confidentiality in all assignments. Ability to multi-task, work collaboratively in a team-oriented environment and problem solve. Ability to perform duties with limited supervision.

**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 Safer 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). **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*