



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following position:

PROJECTS AND GRANTS ADMINISTRATOR

The Projects and Grants Administrator is responsible for directing and coordinating administrative and non-administrative operations necessary to advance the mission of the Virgin Islands Housing Finance Authority as assigned by the Chief Financial Officer. Also responsible for writing proposals and for submitting timely and accurate reports for all existing and new grant funded projects. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Conducts research to identify potential opportunities to generate new funding in support of the Authority's mission.
- ⇒ Develops and prepare grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders.
- ⇒ Conducts a full range of activities required to research and prepare proposals for grants applicable to the Authority.
- ⇒ Attends, participates or assists in the development of task force committees for various Authority initiatives.
- ⇒ Assembles and submits grants and other funding requests, including letters, proposals, budgets and presentations.
- ⇒ Conducts a full range of activities required to prepare, submit and manage grant proposals to effectively maintain records and statistics for grant compliance tracking and reporting.
- ⇒ Assist with other fundraising and Agency Outreach Initiatives as requested.
- ⇒ Prioritizes projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.
- ⇒ Confers and cooperates with management and other personnel to carry out projects.
- ⇒ Assist the Chief Financial Officer with the preparation, review and presentation of reports and other written correspondence and documents to public officials, HUD and other appropriate agencies and individuals and the public.

QUALIFICATIONS:

- ⇒ **Education:** Bachelor's Degree in Business Administration or related field desirable.
- ⇒ **Experience:** 2-5 years grant writing experience. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Demonstrate the ability to multi-task, work collaboratively in a team-oriented environment and problem-solve; Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; Strong organizational and interpersonal skills and analytical abilities; Good oral and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agencies; Excellent phone etiquette and customer service skills; Previous grant writing experience; Experience working in deadline driven environments; Ability to write clear, structured, articulate and persuasive proposals; Valid VI Driver's License required.

SALARY: \$54,080 - \$68,640 per annum depending upon qualifications.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae. **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.

These positions 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