



The Virgin Islands Housing Finance Authority is seeking qualified applicants for a position for both the St. Thomas/St. John and St. Croix Districts:

### **Economic Revitalization Program Analyst**

The Economic Revitalization Program Analyst provides support to the Economic Revitalization Senior Manager. Responsibilities include, but are not limited to, designing and preparing reports by accessing databases or by consolidating data from multiple sources in support of the effective management of the Virgin Islands Housing Finance Authority's (VIHFA) Community Development Block Grant Disaster Recovery (CDBG-DR) Program.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Coordinates and implements initiatives directed to promote the economic revitalization of the projects related to the CDBG-DR Program.
- ⇒ Collaborate in the development of policies, procedures, plans, metrics and implement other strategies for program or project components.
- ⇒ Collaborates with the development of work plans for the implementation of economic revitalization projects.
- ⇒ Coordinates and verifies the completion of deliverables by consultants or participating entities.
- ⇒ Collaborates with the development and implementation of metrics for quantifying the services and effective supervision of the participants in the CDBG-DR Program.
- ⇒ Reads, researches, collects and analyzes information from a diverse array of sources, including databases, subrecipients and/or their databases, DRGR and quarterly performance reports.
- ⇒ Summarizes data and provides commentary or observations based on analysis.
- ⇒ Resolves data problems by coordinating the preparation of reports, quantitatively analyzing data, and identifying solutions.
- ⇒ Designs and prepares reports by accessing various databases or by consolidating data from multiple sources for inclusion into research or operating reports.
- ⇒ Summarizes data and provides commentary or observations based on quantitative analysis.
- ⇒ Generates reports, presentations, graphics, forms, and other documents to demonstrate information flow and program results.
- ⇒ Edits, standardizes, or makes changes to documents prepared by other writers in scope, format, and content.
- ⇒ Meets with individuals to define data needs, project requirements, and required deliverables.

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

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business, Economics, Finance, Public Administration, or related field.
- ⇒ **Experience:** Minimum of three (3) years' experience in a professional field related to economic revitalization or closely related tasks.
- ⇒ **Knowledge, Skills & Abilities:** Must have technical writing, presentation development, and research skills; Experience managing projects and people; Ability to manage multiple and sometimes changing projects in a fast-paced, deadline-driven environment; Excellent report writing, analytical, editing and proofreading skills; 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; Valid Driver's License.

**SALARY:** \$41,600 - \$56,160 per annum depending upon qualifications. CDBG-DR grant funded position.

#### **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](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).

**Deadline for submittal of application package is Friday, February 17, 2023;** 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*