



The Virgin Islands Housing Finance Authority is seeking qualified applicants
for the following CDBG-MIT Grant Funded position
DIRECTOR OF MITIGATION

The Director of Mitigation will oversee the administration, implementation, and management of the CDBG-MIT Program. This is a Senior Level Territorial position and reports to the Chief Disaster Recovery Officer (CDRO).

ESSENTIAL FUNCTIONS:

- ⇒ Provide overall leadership of the CDBG-MIT program.
- ⇒ Leads the development, coordination, and operation of various large-scale and complex CDBG-MIT funded projects to include execution of program activities, tracking milestones, budgets, and project scope.
- ⇒ Serves as a subject matter expert to ensure mitigation and resiliency efforts across the territory, are in compliance with all applicable federal and local regulations.
- ⇒ Supervise the provision of training and technical assistance to staff and sub-recipients to ensure timely execution of program activities within CDBG MIT compliance and policies.
- ⇒ Supports the Executive Director and CDRO and works collaboratively with VIHFA departments, sub-recipients and external entities to monitor CDBG-MIT programs.
- ⇒ Coordinates program policy review and development, identifying/recommending organizational improvements, conducting studies to assess impact of organizational changes, administration of programs to improve efficiency, and conducting special projects of interest to operational initiatives.
- ⇒ Monitor program performance status and establish necessary tools for control over program results.
- ⇒ Prepares operational reports, memorandums, policy recommendations, correspondence, and other documentation and assists with compilation of information and development of reports required for HUD reporting and other required reporting.
- ⇒ Respond to monitoring and audit findings and concerns.
- ⇒ Performs other related duties as assigned by the Chief Disaster Recovery Officer.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Master's Degree in Project Management, Planning, Program Management, or similar degree.
- ⇒ **Experience:** 8 years of experience in Project Management including project start-up through implementation and closeout.
- ⇒ **Knowledge:** Experience with or understanding of HUD funded programs. Experience with or understanding of FEMA recovery and mitigation programs. Demonstrated success managing complex cross-functional teams to achieve high levels of production, meet tight deadlines, and deliver compliant, quality work products. Previous grant writing and grant administration experience; Ability to establish and maintain effective working relationships with all persons contacted in the course of performing duties; Ability to read, analyze and interpret the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original and innovative techniques or style; Ability to work with highly sensitive and confidential information; 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; Ability to take initiative, work independently and utilize creative skills to resolve issues; Thorough knowledge of territorial and federal personnel laws, rules and procedures; A Valid Virgin Islands Driver's License.

SALARY: **\$95,000 - \$110,000** per annum depending upon qualifications.
CDBG-MIT grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae **electronically at hr@vihfa.gov**. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for application submittal is Monday, May 15, 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