



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

DEPUTY DIRECTOR HOUSING

The Deputy Director for Housing oversees the administration, implementation, and management of the CDBG-MIT Housing Programs. The Deputy Director of Housing will work closely with the Director of Mitigation to ensure the successful rollout and management of the CDBG-MIT Housing Programs. This Territorial position 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-MIT Housing Program.
- ⇒ Support the Director of Mitigation, CDRO and works collaboratively with CDBG-MIT Program staff, and VIHFA departments to monitor the CDBG-MIT 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.
- ⇒ Works with Director of Mitigation to improve the efficiency of program administration.
- ⇒ Provide responsive, high-quality service to applicants, CDBG-MIT 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 the Director of Mitigation, Director of Communications and MIT Staff to advise and guide on Case Management and 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 suggest appropriate changes to policies and procedures, 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 and 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/CDBG-MIT 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/CDBG-DR/CDBG-MIT 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: **\$90,000 - \$100,000** 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, June 5, 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 (VIHFA) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetics, disability or veteran status. Employment is contingent upon the applicant providing proof of citizenship or legal authorization to work in the United States. Proof of citizenship is required upon employment offer.