

# Job Ad Template

## Join Virginia Housing and help make a difference as a Business Solutions Manager.

Virginia Housing is one of the nation's premier housing finance agencies. Our mission is to help Virginians attain quality, affordable housing, which we accomplish through our public-private partnerships.

We are focused on employee engagement and committed to a healthy and diverse workforce. We offer on-site conveniences such as a fitness center and free parking. Educational opportunities to help your advancement are available through classroom and online programs.

This important role will instruct, direct, and oversee the work of system administrators, business data administrators, systems support specialist. This position also performs work as part of the Business Solutions Team. This role will formulate and define scope and objectives for assigned business projects and systems.

### To be successful in this role you must possess ability to:

- Direct business projects collaborating with all management to prioritize projects and manage timelines for deliverables.
- Maintain full knowledge of all phases of business-specific technology requirements.
- Actively seek ways to apply technology to business processes.
- Prepare project reports for management, clients, or other interested parties. Assess short-term needs to establish business priorities; consult with technical subject matter experts and develop alternative technical solutions.
- Advise on options, risks, costs versus benefits, and impact on other business processes.
- Broker services within IT on behalf of business customers.
- Coordinate multi-system solutions to clarify interdependencies so that systems appear seamless to internal and external customers.
- Responsible for overseeing technology applications specific to the business unit. Ensure compliance with all applicable federal, state and Virginia Housing standards, and that all Virginia Housing program guidelines are adhered to in all.
- Coordinate multi-system solutions to clarify interdependencies so that systems appear seamless to internal and external customers.
- Several years of diverse business experience in mortgage banking to include project management, information systems administration, Homeownership systems, and/or organizational business systems implementation.
- Knowledge of the Homeownerships products and processes; experience in the strategic use of technology in managing and growing a business.
- Strong technical knowledge and ability to express complex technical concepts in terms that are understandable to the business users.
- Solid understanding of the software development process, including requirements gathering, analysis and design, development tools and technologies, release and version control, contemporary testing methodologies, and deployment management.
- B.S. Degree in Information Services, Business Administration, or equivalent.

### The ideal candidate would also have:

