

**Company: Gateway Development Commission**

**Job Title: Director of Strategic Program Support**

**Location: New York/New Jersey**

**Date: October 2, 2023**

**Job ID: 10-003**

### Summary of Responsibilities

As the Director of Strategic Program Support, you will play a pivotal role in facilitating the successful execution of our projects within the GDC Technical Office. Reporting directly to the Chief Technical Officer, you will work collaboratively with the Senior Director of Project Controls to ensure seamless coordination and alignment with our organization's strategic objectives. Your contribution will be instrumental in assisting key initiatives, providing strategic guidance, and fostering cross-functional collaboration across the GDC.

### Essential Functions

Collaborate closely with the Senior Director of Project Controls to ensure project-related activities are in line with the organization's strategic vision.

Develop and maintain relationships with internal and external stakeholders to ensure open communication, alignment of goals, and effective coordination.

Analyze project performance metrics, identify trends, and proactively address any deviations from established plans.

Act as a liaison between the Technical Office, Finance Office, and other cross-functional teams to ensure project success.

Collaborate with the Senior Director of Project Controls to integrate project data and insights into informed decision-making processes.

Support the administration of project-related systems and tools to enhance data analysis and reporting capabilities.

Take ownership of special initiatives and projects as required to support the organization's strategic goals.

### Job Requirements

Bachelor's degree in engineering, Construction Management, or a related field (advanced degree preferred).

Minimum of 10 years of experience in project management, with a focus on complex infrastructure projects.

Proven track record of successfully leading and managing cross-functional teams.

Strong analytical skills to identify trends, assess deviations, and implement corrective actions as necessary.

Excellent communication and interpersonal skills to foster collaboration and understanding across diverse teams and levels.

Familiarity with project controls, cost management, scheduling, and reporting.

Demonstrated experience in cultivating strong relationships with clients and stakeholders to meet project needs.

Proficiency in using project management software and tools to effectively manage and analyze project performance.

### Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

*The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.*

To apply, please email your cover letter and resume to [jobs@gatewayprogram.org](mailto:jobs@gatewayprogram.org) with the job title "Director of Strategic Program Support" in the subject line.