

Company: Gateway Development Commission

Job Title: Head of Capital Budget

Location: New York/New Jersey

Date: December 6, 2023

Job ID: 6-005

Summary of Responsibilities

We are seeking a driven and experienced Head of Capital Budget to join our team at the Gateway Development Commission. Reporting directly to the CFO, you will play a crucial role in overseeing the effective planning, budgeting, and administrative aspects of our capital projects, contributing to the success of our mission.

Essential Functions

- Lead the financial planning and budgeting efforts for our capital projects, ensuring the efficient allocation of resources.
- Collaborate with the Finance Department to manage cash flow, financial reporting, and coordination requirements.
- Oversee administrative aspects of the department, evaluating programs and projects, developing policies, and organizing staff efforts.
- Develop and maintain an administrative infrastructure supporting our Capital Programs Department, including document control, contract support, and business planning.
- Provide strategic financial guidance to secure additional capital funding sources and direct financial planning for specific projects.
- Offer expert advice to develop strategies for securing future funding, exploring innovative financing options, and formulating financial policies.
- Produce financial reports, policy briefs, and other relevant materials for senior executives and stakeholders.
- Engage with senior executives, government agencies, and private organizations to support financial goals and policies.
- Champion cross-functional collaboration and stakeholder engagement to ensure capital projects are aligned with organizational goals and receive the necessary financial support.
- Act as a liaison between the Capital Programs Department and external funding agencies, fostering relationships and seeking opportunities for grants, partnerships, and innovative financing solutions to bolster capital funding.
- Develop and implement a risk management strategy to assess and mitigate financial risks associated with capital projects, ensuring proactive measures are in place to safeguard financial resources.

- Evaluate the cost-effectiveness and financial sustainability of proposed capital projects, making recommendations for adjustments or enhancements to optimize the allocation of resources.
- Lead the development and execution of a long-term financial strategy for capital investments, including the identification of alternative funding sources and the exploration of emerging financial technologies to improve capital budget management.

Job Requirements

Bachelor's degree in finance, Accounting, Business Administration, Public Administration, or a related field.

A minimum of ten (10) years of progressively responsible experience in project budgeting, financial management, and providing administrative leadership in medium to large organizations.

Proficiency in Microsoft Office software.

Strong multitasking and decision-making abilities.

Excellent oral and written communication skills.

Understanding of financial fundamentals and experience with progress reporting and cost management.

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 with the job title "Head of Capital Budget" in the subject line.