

Company: Gateway Development Commission

Job Title: Senior Manager Government and Community Affairs

Location: New York/New Jersey

Date: December 20, 2023

Job ID: 11-002

Summary of Responsibilities

The Senior Manager of Government and Community Affairs at the Gateway Development Commission (GDC) is a key contributor to the formulation and execution of government relations strategies. The position is responsible for assisting with the development and implementation of government relations strategies. This includes coordinating responses to short/long-term issues raised by elected officials and stakeholders. In addition, being able to anticipate future challenges and propose solutions.

Essential Functions

- Assist in the development and execution of comprehensive government relations strategies.
- Create briefing documents, reports, and presentations to effectively communicate government affairs initiatives.
- Monitor legislative and regulatory developments to anticipate future challenges.
- Propose proactive solutions to address emerging issues in government affairs.
- Attending public-facing meetings, hearings, and town halls to represent the organization.
- Prepare and support senior staff in presenting, briefing, and testifying at external events.
- Assist in preparing for press events, coordinating logistics, and collaborating with partners.
- Contribute to the development of key messages and talking points for media interactions.
- Assist in preparing for press events, coordinating logistics, and collaborating with partners.
- Contribute to the development of key messages and talking points for media interactions.

Job Requirements

- Bachelor's degree in Political Science, Public Affairs, Government Relations, or a related field. Master's degree preferred.
- Minimum of 7 years of experience in government affairs, public policy, or a related field.
- Exceptional written and verbal communication skills.
- Ability to craft clear and compelling messages for various audiences.

- Strong ability to build and maintain effective relationships with government officials, community leaders, and organizational partners.
- Ability to analyze legislative and regulatory issues, anticipate challenges, and propose strategic solutions.

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 “Senior Manager Government and Community Affairs” in the subject line.