Gateway Development Commission
Grants Administrator (Grant Compliance and Administration) Job Description
Job ID 5001

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a Grants Administrator to join our Grant Compliance and Administration team, reporting to the Program Office. The Grants Administrator is responsible for the administration, documentation, and reporting of grants and federal funding received through various identified U.S. Department of Transportation programs. Additionally, the successful candidate will help to grow the GDC's grant portfolio with identification of new grant opportunities and programs.

Essential Functions

- Reviewing grant guidelines: Understand specific qualifications, rules and requirements before drafting proposal components for grants.
- Develop timelines for internal and external stakeholders and manage the completion of the grant.
- Prepare and submit timely requests for funding.
- Working alongside the Program Office, Technical Office and Finance counterparts to ensure that grant applications meet GDC goals and partnership objectives.
- Writing and editing grant materials.
- Updating the standardized grant and application materials, *i.e.*, technical narratives.
- Preparing presentations for local, state and federal government partners.
- Identify and apply for new grant opportunities.
- Administer certain grant compliance functions, as directed by the Program Office, from obligation/award through closeout activities.
- Performs other duties as required.

Job Requirements

- Bachelor's degree in finance, accounting, business administration, finance, economics public administration, or related field.
- At least two years of experience in grant applications and administration. (Special consideration for experience working with the Federal Transit Administration, Federal Railroad Administration, and/or other USDOT grant programs.)
- Demonstrated experience with federal funding sources.
- Ability to communicate and interact effectively with internal and external staff at all levels, including federal officials, or other internal and external stakeholders.
- Technical writing experience.
- Ability to work independently.
- Excellent verbal and written skills.
- Understanding of project, program, and capital budget management principles.

About the Gateway Development Commission

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 "Grants Administrator" in the subject line.