

Company: Gateway Development Commission
Job Title: Grant Administration Manager
Location: New York/New Jersey
Date: January 18, 2024
Job ID: 5-008

Summary of Responsibilities

The Gateway Development Commission (GDC) is currently seeking a dynamic and experienced Grant Administration Manager within the Program Office. The successful candidate will be responsible for overseeing all aspects of grant compliance, administration, and reporting required by state and federal funding sources, including the Federal Transit Administration (FTA) and Federal Railroad Administration (FRA).

Essential Functions

- Lead GDC in executing all grant compliance activities, from pre-award to obligation and close-out.
- Serve as the GDC grant recipient liaison to federal and state funding agencies, including project management oversight consultants and regional staff, to ensure grant compliance and oversight responsibilities.
- Monitor and administer, as required, metropolitan planning organization activities, to support federal and state grant requirements.
- Strategically manage grant administration activities, including reporting and documentation preparation for various funding sources.
- Develop reports, track project milestones, schedules, and proactively contribute to the development of timelines.
- Collaborate with internal divisions, including GDC Technical, Finance, and Legal divisions, to ensure seamless compliance with state and federal requirements.
- Conduct thorough research and critically review funding and grant guidelines, presenting information effectively to cross-functional teams.
- Drive the composition and refinement of grant agreements and materials through effective writing and editing.
- Craft compelling presentations for government partners at local, state, and federal levels.
- Directly administer grant compliance functions as directed by the Program Office from obligation/award through closeout activities.
- Spearhead efforts to secure necessary grant pre-award approvals.
- Perform other duties as required.

Job Requirements

- Bachelor's degree in finance, accounting, business administration, finance,

economics public administration, urban planning, or related field.

- At least five years of experience in grant application and administration.
- 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.
- Proven track record in technical writing and documentation.
- Ability to work independently.
- Excellent verbal and written skills.
- Understanding of project, program, and capital budget management principles.
- Preferred experience working with the Federal Transit Administration and/or Federal Railroad Administration grant programs.

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 "Grant Administration Manager" in the subject line.