

Company: Gateway Development Commission

Job Title: Grant Administrator

Location: New York/New Jersey

Date: January 8, 2024

Job ID: 5-006

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a Grants Administrator to join our team. As part of the Program Office. The Grants Administrator is responsible for supporting compliance, administration, and reporting required by state and federal funding sources, including the Federal Transit Administration (FTA) and Federal Railroad Administration (FRA).

Essential Functions

- Support GDC with respect to all aspects of grant compliance, ranging from pre-award to obligation and close-out activities.
- Support grant administration activities including the completion, collection, and organization of quarterly and/or monthly reporting, as required.
- Prepare reports and supporting documentation, including tracking project milestones, schedules, and any impacts thereto.
- Assist with the development of timelines for internal and external stakeholders relating to grant activities and manage the completion of same.
- Assist with research and review of funding and/or grant guidelines and regulations, preparing information to present to a cross-functional team in a concise manner.
- Work closely with the GDC Technical, Finance, and Legal divisions to plan and execute all required state and federal requirements relating to funding.
- Assist with writing and editing grant agreements and materials.
- Prepare presentations for local, state, and federal government partners.
- Administer certain grant compliance functions, as directed by the Program Office, from obligation/award through closeout activities.
- Assist GDC to secure necessary grant pre-award approvals as required.
- Performs 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 four 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.
- Technical writing experience.
- 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 Administrator” in the subject line.