

**Company: Gateway Development Commission**

**Job Title: Senior Director, Civil Rights and Diversity**

**Location: New York/New Jersey**

**Date: January 9, 2024**

**Job ID: 3-016**

### Summary of Responsibilities

The Gateway Development Commission is seeking a dynamic and experienced professional to serve as the Civil Rights and Diversity Programs Senior Director. This leadership role encompasses various responsibilities, including overseeing Title VI, Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), Americans with Disabilities Act (ADA) Public Agency Compliance, and Diversity & Inclusion (D&I) initiatives. The successful candidate will be instrumental in ensuring organizational compliance, fostering diversity, and promoting inclusion within the GDC.

### Essential Functions

1. Serve as Title VI Liaison Officer, Disadvantaged Business Enterprise Liaison Officer (DBELO), Small Business Enterprise Liaison Officer (SBELO), ADA Compliance Officer, and Public Agency Compliance Officer (PACO) of record. Ensure the organizational observance and compliance with all GDC's Title VI, DBE, SBE, ADA and Public Agency Compliance activities and obligations.
2. Manage Title VI, DBE, SBE, ADA Public Agency Compliance, and D&I responsibilities by serving as a liaison to federal, state, and local regulatory agencies. Represent GDC in civil rights and diversity-related matters with national committees, trade associations, community-based organizations, and other business and professional entities.
3. Ensure compliance with all state and federal laws, regulations, current case law, etc. during Title VI, DBE, SBE, ADA Public Agency Compliance, and D&I related litigation.
4. Partner in the development of internal and external communication, presentation, and training material related to Title VI, DBE, SBE, ADA Public Agency Compliance, and D&I. Advise executive management, supervisors, and employees regarding challenges, issues, concerns, and/or questions related to civil rights and D&I.
5. Remain up-to-date and provide organizational guidance on current developments in civil rights.
6. Direct the Office of Civil Rights and Diversity Programs, including a team of direct reports.

### Job Requirements

- Baccalaureate Degree in Business, Public Administration, or related area or equivalent
- A minimum of ten (10) or more years of applied experience in Diversity Programs, including experience in the development, management, and administration of DBE/SBE/MBE/WBE programs.
- Education can be used in lieu of experience and experience can be used in lieu of education if the candidate's overall qualifications meet the requirements for the position.

## 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](mailto:jobs@gatewayprogram.org) with the job title “Senior Director, Civil Rights & Diversity” in the subject line.