

**Company: Gateway Development Commission**

**Job Title: Chief Program Officer**

**Location: New York/New Jersey**

**Date: May 31, 2024**

**Job ID: 5-014**

### Summary of Responsibilities

The Gateway Development Commission is seeking a highly qualified executive to serve as Chief Program Officer. The Chief Program Officer will be responsible for managing day-to-day aspects of the Commission's projects, including change control management, grant administration and compliance, stakeholder and third-party interface, management of critical agreements, reporting, project Risk Register management and mitigation identification, and document control.

### Essential Functions

- Provide executive oversight of all elements of change control management, grant administration and compliance, stakeholder and third-party interface, management of critical agreements, reporting, project Risk Register management and mitigation identification, and document control. The individual will manage a department responsible for these functions. Work collaboratively with the Chief Technical Officer and Chief Financial Officer to perform these functions.
- Regularly report to the Chief Executive Officer and Commissioners on status of matters for which the individual is responsible, including the status of grant administration, critical agreements, project reporting. Recommend any appropriate actions to mitigate any issues, problems and/or concerns that may arise.
- Maintain relationships with the Federal Transit Administration, the Federal Railroad Administration, other funding agencies, local, municipal, county, state and federal regulatory agencies, and partner staff.
- Maintain industry contacts and involvement in national and international infrastructure forums to assure Gateway is at the forefront of best practices, innovation, and compliance in delivery of megaprojects.
- Provide leadership in creating a work environment that encourages process improvement, communication, participatory decision making and accountability.

### Job Requirements

- Bachelor's degree in Business Administration, Public Administration, Engineering, or closely related field. Masters Degree in Engineering or Business Administration preferred.
- A minimum of 10 years of demonstrated experience in multi-disciplinary infrastructure projects with specific experience in leading the design of program management and other functions, reporting and controls functions, and grant management functions. In addition, experience shall include managing pre-solicitation major public procurements and the deployment of a property acquisition program in support of a complex capital project. Experience should include active

program management responsibilities for a Federal Transit Administration funded project with a minimum total value of at least \$1 billion US under active management.

- Exceptional program management skills.
- A thorough understanding of the key program management, procurement, real estate, and grant administration functions involved in major infrastructure projects.
- Demonstrated ability to build cohesive multi-disciplinary teams and manage multiple demanding projects with aggressive timelines and budgets.
- High level analytical and creative skills to find practical solutions to complex problems.
- Outstanding written and verbal communication skills to explain projects and elements of projects to both technical and non-technical audiences.

### 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 “Chief Program Officer” in the subject line.