

Company: Gateway Development Commission

Job Title: Deputy Chief, Contract and Grants Administration and Policy Adviser, Programs Department

Location: New York/New Jersey

Date: May 13, 2024

Job ID: 5-010

Summary of Responsibilities

The Gateway Development Commission is seeking a Deputy Chief, Contract and Grants Administration, and Policy Adviser to provide strategic leadership in managing contracts, grants, and policy development within the Programs Department. Reporting to the Principal Deputy Chief, Planning, Policy, Contracts, and Grants, this role will play a pivotal role in ensuring effective contract management, compliance, and policy guidance related to infrastructure development.

Essential Functions

- Develop and implement strategic leadership for contract and grants administration, aligning with organizational goals.
- Manage and align the Contract and Grants Administration team to execute contract requirements and contingent labor solutions.
- Collaborate with internal and external partners to define and engage in the contingent workforce process.
- Develop and manage processes and policies for the review, acceptance of deliverables, and change management associated with major professional services contracts.
- Build and maintain long-term relationships with vendors and key internal partners to ensure effective collaboration.
- Design strategies to adapt staffing needs in response to fluctuations in demand.
- Work with the Principal Deputy Chief, Planning, Policy, Contracts, and Grants, to ensure alignment of policies and procedures.
- Establish a reporting strategy on key metrics to executive leadership for professional service contracts.
- Serve as key liaison between the Commission and Federal Railroad Administration and Federal Transit Administration, responsible for overseeing the Commission's grants management program.
- Advise the Chief Executive Officer and Chief Program Officer on matters related to policy impacting the Hudson Tunnel Project. Prepare presentations or executive level briefings, as may be appropriate.
- Provide training, education, and drive change management across the organization

Job Requirements

- Bachelor's degree in business or a related field required.

- Minimum of ten years of experience supporting complex infrastructure projects, including stakeholder management, with progressively increasing levels of responsibility.
- Experience managing relationships with federal funding agencies required. Also providing liaison with the Federal Transit Administration and/or Federal Railroad Administration preferred.
- Proven program/project management skills, from strategy to design through execution.
- Strong relationship-building and influencing skills to make progress and remove roadblocks on projects.
- 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 with the job title "Deputy Chief, Contract and Grants Administration and Policy Adviser" in the subject line.