

Company: Gateway Development Commission

Job Title: Principal Deputy Chief, Planning, Policy, Contracts, and Grants, Programs Department

Location: New York/New Jersey

Date: May 13, 2024

Job ID: 5-012

Summary of Responsibilities

We are seeking a highly qualified individual to serve as the Principal Deputy Chief in our Programs Department. Reporting directly to the Chief Program Officer, the successful candidate will play a critical role in leading the planning, policy development, and management of contracts and grants within the organization. This position requires a strategic thinker with exceptional leadership skills and a strong background in administrative management.

Essential Functions

- Collaborate with the Chief Administrative Officer, Chief Financial Officer, and Chief Technical Officer to develop and implement strategic plans and policies related to contracts and grants management.
- Oversee the planning and allocation of resources for contracts and grants programs, ensuring alignment with organizational goals and objectives.
- Develop and implement efficient and effective processes for contract and grant administration, including compliance monitoring and reporting.
- Provide guidance and support to staff in the interpretation and application of policies and procedures related to contracts and grants.
- Lead the preparation of planning documents, including Project Management Plans, Force Account Resource Plans, ensuring consensus among stakeholders in how the Hudson Tunnel Project is managed.
- Oversee all environmental compliance, including re-evaluations as may be required from time-to-time, of the Hudson Tunnel Project's Record of Decision.
- Ensure the Hudson Tunnel Project is constructed in a sustainable manner by overseeing initiatives related to the Commission's sustainability efforts.
- Foster relationships with external stakeholders, including government agencies, funding organizations, and contractors, to facilitate collaboration and partnership opportunities.
- Analyze trends and best practices in contracts and grants management to identify opportunities for improvement and innovation.

Job Requirements

- Bachelor's degree in Business Administration, Public Administration, or a related field; Master's degree preferred.

- Minimum of ten years of experience support complex infrastructure projects, including stakeholder management, with progressively increasing levels of responsibility.
- Demonstrated experience in developing and implementing policies and procedures related to contracts and grants administration.
- 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
- Strong leadership skills with the ability to effectively manage and motivate a diverse team of professionals.
- Excellent analytical and problem-solving abilities, with a keen attention to detail.
- Exceptional communication and interpersonal skills, with the ability to interact effectively with internal and external stakeholders at all levels.

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 “Principal Deputy Chief, Planning, Policy, Contracts, and Grants, Administration Division” in the subject line.