

**Company: Gateway Development Commission**  
**Job Title: Principal Deputy Chief Program Officer – BRC**  
**Location: New York/New Jersey**  
**Date: May 13, 2024**  
**Job ID: 5-013**

Summary of Responsibilities

The Principal Deputy Chief Program Officer, overseeing Budget, Reporting, and Controls Division, is a pivotal role within the organization responsible for administering executive oversight programs under the Chief Program Officer's direction. Reporting directly to the CPO, this position requires strategic leadership and meticulous attention to detail to ensure the successful management of critical elements Report and Controls, third-party agreement management, and document control.

Essential Functions

- Administer executive oversight programs under the Chief Program Officer direction, encompassing document control, third-party agreement management, and reporting and controls.
- Develop a program status reporting structure to meet federal grant and reporting requirements, ensuring transparency to the CEO and Commissioners during development and implementation phases.
- Manage the collaboration with division managers to develop staffing plans and allocate resources effectively to meet organizational needs.
- Oversee the development and management of budgets for the Hudson Tunnel Project, in collaboration with the Finance Department, ensuring alignment with organizational priorities and financial constraints.
- Direct the development and implementation of document management policies and procedures to ensure efficient and secure handling of organizational information.
- Collaborate with division managers to optimize document management systems and processes to meet organizational needs.
- Provide oversight of reporting frameworks and processes to ensure accurate and timely reporting of financial and operational data.
- Establish and maintain internal controls to mitigate risk and ensure compliance with policies and regulations.
- 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.

Job Requirements

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

- Minimum of ten years of experience in project management, reporting and control, document management, or related field, with at least 3 years in a leadership or supervisory capacity.
- Extensive knowledge of budgeting, reporting, and controls, with demonstrated experience in managing complex projects and agreements.
- Proven ability to negotiate and prepare critical agreements, manage procurement processes, and ensure compliance with regulatory requirements.
- Excellent communication skills with the ability to effectively represent the organization externally and internally.
- Strong analytical and problem-solving skills with the ability to identify and mitigate project risks effectively.
- Ability to work collaboratively in a fast-paced environment, handling multiple priorities with attention to detail and accuracy.

### 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 “Principal Deputy Chief Program Officer – BRC” in the subject line.