

Company: Gateway Development Commission
Job Title: Deputy Director of Government and Community Affairs
Location: New York/New Jersey
Date: May 1, 2025
Job ID: 18-002

Summary of Responsibilities

Gateway Development Commission (GDC) is seeking a dynamic Deputy Director of Government and Community Affairs who will be a key contributor to the formulation and execution of government relations strategies. Reporting to the Senior Director of Government and Community Affairs, this position will support the development and implementation of government and community relations strategies to ensure GDC maintains a strong relationship with governments, communities, and external stakeholders. This includes coordinating responses to short/long-term issues raised by elected officials and stakeholders and anticipating future challenges and proposing solutions.

Essential Functions

- Support the Senior Director of Government & Community Affairs in the preparation of briefing documents, reports, presentations, and additional administrative work as assigned.
- Foster and help maintain strong working relationships with governments, communities and external stakeholders in New Jersey, New York, and Washington DC.
- Coordinate with local elected officials and their offices to ensure relevant stakeholders and affected communities are aware of ongoing and upcoming construction activities.
- Work with internal and external stakeholders to help address concerns and questions raised by elected officials and their community members.
- Assist in the development and execution of comprehensive government and community relations strategies.
- Publicly represent GDC in select public-facing meetings, hearings, town halls and where otherwise appropriate, to provide updates on the Hudson Tunnel Project (HTP).
- Work alongside the Public Outreach team and assist with the preparation for press events by coordinating logistics and collaborating with partners.
- Contribute to the development of key messages and talking points for media interactions.
- Proactively monitor and research important and relevant public policy issues concerning the Hudson Tunnel Project and work alongside internal and external parties to address these concerns.
- Help oversee departmental staff, ensuring timely completion of tasks and alignment with organizational goals.
- Perform any other duties or responsibilities as assigned by the Senior Director,

Government and Community affairs.

Job Requirements

- Bachelor's degree in Political Science, Public Affairs, Government Relations, or a related field. Master's degree preferred.
- Minimum of 10 years of experience in government affairs, public policy, or a related field.
- Exceptional written and verbal communication skills.
- Ability to craft clear and compelling messages for various audiences.
- Strong ability to build and maintain effective relationships with government officials, community leaders, and organizational partners.
- Ability to analyze legislative and regulatory issues, anticipate challenges, and propose strategic solutions.

Project Background

The Gateway Development Commission (GDC) is a bi-state public authority charged with delivering the Hudson Tunnel Project: the cornerstone of the Gateway Program, a comprehensive set of rail investments that will improve transportation along the busiest section of the Northeast Corridor. GDC is governed by a seven-member Board appointed by Amtrak, New Jersey, and the New York State Department of Transportation. GDC works in partnership with Amtrak, NJ TRANSIT, and the Port Authority of New York and New Jersey.

The Hudson Tunnel Project (HTP) is the most urgent infrastructure project in America. It involves constructing a new two-track tunnel under the Hudson River connecting to New York Penn Station as well as the full rehabilitation of the existing 115-year-old North River Tunnel. The project will create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing.

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, disability, protected veteran status or military status, or any other category protected under applicable law. We encourage qualified people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title "Deputy Director of Government and Community Affairs" in the subject line.