

**Company: Gateway Development Commission**

**Job Title: Policy Analyst**

**Location: New York/New Jersey**

**Date: June 4, 2025**

**Job ID: 5-026**

### Summary of Responsibilities

Gateway Development Commission (GDC) is seeking a highly motivated and experienced Policy Analyst to join our team. Reporting to the Chief Program Officer, the Policy Analyst will play a key role in supporting Delivery Partner contract management activities, preparing reports on contract progress and execution, and providing strategic oversight to ensure successful project and contract delivery.

### Essential Functions

- Support Delivery Partner contract management activities, including day-to-day administration and strategic oversight to ensure all contractual obligations are met and aligned with organizational goals.
- Prepare materials for executive management and the Board that detail the progress, performance, and execution of the Delivery Partner contract.
- Act as liaison with partner organizations including Amtrak, NJT, and the PANYNJ, fostering strong relationships and facilitating effective communication and collaboration in regard to the Delivery Partner contract.
- Create reports, presentations, and briefings on policy issues for internal and external stakeholders, including the executive management team, Board of Directors, USDOT officials, industry partners, and other key audiences. Include analysis and recommendations on emerging trends, best practices, and innovative solutions.
- Review and analyze existing policies to assess their effectiveness, amend policy drafts, and propose new policies or initiatives to enhance GDC's operations and achieve organizational goals.
- Work closely with the executive management team to implement the Commission's objectives and ensure policy alignment.
- Conduct research on policy issues related to transportation and infrastructure development.
- As required, represent GDC in meetings with external stakeholders, including government officials, community groups, and other organizations.
- Oversee special projects, including contracts, for GDC priorities as directed by the CEO and the Chief Program Officer.
- Support and help drive various initiatives within the Program office.

### Job Requirements

- Bachelor's degree in public policy, Political Science, or a related field. Master's degree preferred.
- A minimum of 5 years of experience in policy analysis, program management or related role.
- Strong research and analytical skills.

- Excellent communication and interpersonal skills.
- Demonstrated ability to develop and propose policies and initiatives that improve organizational effectiveness.
- Familiarity with transportation and infrastructure policy issues is preferred.
- Ability to work independently and as part of a team.

#### Compensation & Benefits

- Competitive Salary
- Medical, Prescription, Dental, Vision Benefits subject to employee contributions
- Medical and Dependent Care Flexible Spending Accounts
- Life Insurance
- Commuter Benefits
- 401(a) Retirement Plan (6% of employee's salary funded by GDC)
- 457(b) Retirement Plan – (Pre-Tax Salary Contributions Elected by Employees)
- Earned Vacation (20 days per year) and Sick Time (12 days per year)
- Paid holidays

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

*Attention to all applicants who have applied for the Policy Analyst (Job ID: 5-023)! We will be considering your resume for the Policy Analyst (Job ID: 5-026) position, provided you meet the minimum qualifications required for the role!*

To apply, please email your cover letter and resume to [jobs@gatewayprogram.org](mailto:jobs@gatewayprogram.org) with the job title "Policy Analyst" in the subject line.