

**Company: Gateway Development Commission**

**Job Title: Procurement Manager (Compliance and Policy)**

**Location: New York/New Jersey**

**Date: August 8, 2025**

**Job ID: 3-026**

### Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly motivated and detail-oriented Procurement Manager (Compliance and Policy) to join our team. Reporting to the Director of Procurement (Compliance and Operating Contracts), you will be responsible for maintaining procurement compliance, drafting and maintaining procurement policies and procedures, reviewing procurement files to ensure conformance with all applicable governing regulatory rules. This role will play an important role in reviewing our procurement packages for vendors' submittals, vendor responsibility matters, and other factors related to the review and award of procurement actions for the Commission.

### Essential Functions

- Act as GDC Procurement's primary point of contact in relation to all internal and third-party audits, to include but not limited to the collection, review, delivery, and record keeping of all audit documentation.
- Ensure proper maintenance of GDC's Procurement Manual to all applicable laws and internal practices and policies and to prepare updated versions as needed.
- Conduct GDC's annual Procurement Self-Assessment, providing report findings and gap identification and risk mitigation support to senior leadership.
- Ensure proper maintenance and organization of procurement files, both stored locally and within our Project Management Information System (PMIS).
- Conduct comprehensive pre-solicitation and pre-award reviews of Request for Proposals (RFPs) and contracts, as requested by Procurement personnel, utilizing GDC's Federal Checklist Forms.
- Execute internal audits based on a selective sampling of award contracts files and change orders documents to ensure compliance with governing regulatory requirements.
- Design and coordinate training courses sessions for procurement personnel to ensure compliance with Federal Transit Authority (FTA) and other regulatory requirements as needed.
- Oversee the Vendor Relations team, and assist in conducting vendor responsibilities determinations, including integrity and financial assessments, and cost-price analysis reports.
- Monitor changes to FTA and Federal Rail Authority (FRA) procurement regulations and report changes to procurement leadership with a recommendation on which GDC documents may be impacted by said change.
- Perform compliance related research as needed and ensure the Procurement Team is briefed on related changes to Code of Federal Regulations 49 part 23 in real time.
- Represent the team at events, collaborating with personnel as needed to foster relations and promote procurement objectives.

### Job Requirements

- Bachelor's degree in business management or supply chain management, finance, or related field or similar is required or four (4) years directly related professional experience may be accepted in lieu of a bachelor's degree, in addition to the (5) years' experience required below.
- Minimum of 5-years of experience in procurement and contract management with a solid understanding of contract administration principles and practices as set forth by the FAR, FTA CFR, and other regulatory bodies.
- Excellent organizational skills with a strong attention to detail.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (spreadsheet, database, word processing) and contract management software.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Strong analytical and problem-solving abilities.
- Ability to work collaboratively and effectively with cross-functional teams and all levels of internal and external personnel.
- Proficiency in office software (Microsoft Office, Google Workspace) and the ability to learn new tools and technology quickly.
- Demonstrated ability to work independently, take initiative, and anticipate the needs of executives.
- A professional and approachable demeanor, with strong interpersonal skills to interact with diverse stakeholders.

### 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.*

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