

Company: Gateway Development Commission
Job Title: Senior Manager, Contracts Administration

Location: New York/New Jersey

Date: August 21, 2025

Job ID: 3-029

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly motivated and detail-oriented Senior Manager, Contracts Administration, to join our team. This position will play a vital role predominantly in support of GDC's Capital Procurements. Reporting to the Deputy Chief of Administration (Procurement), this role will be responsible for overseeing and preparing the scope of work, specifications, and conditions for new contracts.

Essential Functions

- Ensure compliance with all contractual obligations post award which may include but are not limited to the management and processing of contract modifications, change orders, allowance draw down request and all related contract activity to facilitate on-going contract compliance.
- Understand the laws, regulations, and policies on public works contracting and the GDC's funding partners, such as FTA and FRA. Collaborate with the legal team to ensure all contracts follow local and federal laws.
- Ensure that all contract files are properly documented, including the decision-making process to promote the efficient operation of the Contracts Department. This includes archiving and maintaining files in a centralized database.
- Regularly monitor contract performance and vendor compliance, identifying areas for improvement, areas of risk and implementing strategies to mitigate areas of concern.
- Prepare for contract compliance audits to identify improvement areas and ensure that all contractual obligations are met. This may involve working closely with project teams, vendors, and contractors to address issues or concerns.
- Update contracts as needed, tracking contract renewals and expirations, and ensuring that all relevant stakeholders have access to the appropriate contract information.
- Oversee all stages of procurement lifecycle related to contract management, including negotiating terms and pricing, execute contract change orders, and managing on-going contract administration until close out.
- Develop and maintain relationships with suppliers, vendors, and contractors.

- Contribute to the development of procurement policies and procedures to ensure compliance with organizational and regulatory standards.

Job Requirements

- Bachelor's degree in business administration, contract management, or a related field.
- Minimum of 7 years of experience in procurements, contracts administration and management.
- Knowledge of local and federal laws governing contracts.
- Experience in drafting, reviewing, and negotiating contracts.
- Strong communication, negotiation, and interpersonal skills.
- Detail-oriented and able to manage multiple priorities simultaneously.
- Experience with project management software and tools.

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 with the job title “Senior Manager, Contracts Administration” in the subject line.