Company: Gateway Development Commission

Job Title: Senior Director, Program Controls

Location: New York/New Jersey

Date: October 3, 2025

Job ID: 5-027

Summary of Responsibilities

Gateway Development Commission (GDC) is seeking a Senior Director, Program Control to lead, direct and manage a team responsible for the development, monitoring, and reporting on the overall status of the Hudson Tunnel Project (HTP) Program. Reporting to the Deputy Chief of Project Controls, this individual will provide reports on the schedule, cost, risk, document, and additional project controls functional areas associated with all HTP Program Administration functions (non-construction functions). They will also oversee all estimating and change control functions associated with pre and post construction Notice to Proceed (NTP) costs. This individual will play a crucial role in supporting GDC HTP Stakeholders in tracking overall program health; establish and maintain workflows, templates, and standard operating procedures, plans, and protocols to ensure accurate and timely communication of information.

Essential Functions

- Serve as Liaison between the GDC Program Office and Finance Office for all budgets and work plans for multiple Program Administration functions with the GDC HTP Program, including but not limited to Support Executing Partners, Delivery Partner, Engineer of Record, GDC Staffing, and other support Vendor functions.
- Develops, oversees, and manages the estimates, budgets, schedules, and work progress of multiple Program Administration functions within the GDC HTP Program, including but not limited to Supporting Executing Partners, Delivery Partner, Engineer of Record, GDC Staffing, and other support Vendors functions; ensures quality for the preparation of monthly and quarterly program and federal reports and provide support to executive management.
- Develops, oversees, and manages updates to GDC HTP Program Administration functional, and pre and post construction NTP functional area, estimates (Independent Cost Estimates – ICE's) as packages progress through design stage gates using a top down and bottom-up estimating approach. Provide quality oversight of final estimate products, conduct presentations to executive leadership as required.
- Develops, oversees, and manages updates to the GDC HTP Program Administration functional area approved budget workbooks, cost breakdown structure (CBS), work-breakdown-structures (WBS), and other breakdown structures as GDC HTP Packages progress through design stage gates and estimate updates.

- Develops, oversees, and manages GDC HTP Package monthly financial forecasts and change control process for Program Administration functional and for pre and post construction Notice to Proceed (NTP) function areas, as packages progress through project stages, engaging with all stakeholders to prepare a final estimate to complete and estimate at complete forecast by Package. Provide quality oversight of final forecast and change control products, conduct monthly presentations to executive leadership as required.
- Oversees and manages Program Administration functional area data input to GDC HTP Package monthly and quarterly reporting to internal and external stakeholders. Provide quality oversight of final report products, conduct monthly presentations to executive leadership as required.
- Oversees and manages Program Administration functional area data input updates to GDC HTP Master Schedule as packages progress through project stage gates. Provides quality oversight of final schedule products, conduct presentations to executive leadership as required.
- Oversees the preparation of reports for Program Administration functional areas that analyze project scope, budget, and cash flow projections to make recommendations relating to funding sources.
- Ensures that the management team interface effectively with involved GDC departments, stakeholders, and consultants to establish and adhere to project budget, schedule, quality, and safety requirements.
- Coordinates with team members in the grant's compliance and administration team, to develop effective processes and procedures for adhering to federal grant requirements.
- Provides annual performance partnership reviews and coaching and counselling to internal staff members as needed.

Job Requirements

- Bachelor's degree in finance, Accounting, Engineering, Construction, Business, Economics, or a 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 (10) years' experience required below.
- Minimum of ten (10) years of relevant experience administering project control activities for major capital projects, including developing, monitoring, and controlling budgets, schedules, risk registers, change control, document controls and PMIS solutions software; experience working on rail transit engineering and construction projects preferred.
- Project Management Professional (PMP) certification preferred but not required.
- Experience with Microsoft Office Suite, Power BI, Oracle Primavera, and other such software to assist in developing complex data-warehouse based tools, models, and report writing on cost, schedule, risk, and other project status, scenario planning, and analysis.
- Experience managing transportation projects in planning, design, and construction, and facilitation of Risk Assessment Workshops and regular risk updates.
- Relevant experience with project controls professional organizations (AACE, PMI, etc.).

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 Director, Program Controls" in the subject line.