

**Company: Gateway Development Commission**

**Job Title: Head of Capital Budget**

**Location: New York/New Jersey**

**Date: 4/20/2026**

**Job ID: 6-019**

### Summary of Responsibilities

We are seeking a driven and experienced Head of Capital Budget to join our team at the Gateway Development Commission. Reporting directly to the Chief Financial Officer, you will play a crucial role in overseeing the effective planning, budgeting, and administrative aspects of our capital projects, contributing to the success of our mission.

### Essential Functions

- Lead the financial planning and budgeting efforts for our capital projects, ensuring the efficient allocation of resources.
- Collaborate with the Finance Department to manage cash flow, financial reporting, and coordination requirements.
- Oversee administrative aspects of the department, evaluating programs and projects, developing policies, and organizing staff efforts.
- Develop and maintain an administrative infrastructure supporting our Capital Programs Department, including document control, contract support, and business planning.
- Provide strategic financial guidance to secure additional capital funding sources and direct financial planning for specific projects.
- Offer expert advice to develop strategies for securing future funding, exploring innovative financing options, and formulating financial policies.
- Produce financial reports, policy briefs, and other relevant materials for senior executives and stakeholders.
- Engage with senior executives, government agencies, and private organizations to support financial goals and policies.
- Champion cross-functional collaboration and stakeholder engagement to ensure capital projects are aligned with organizational goals and receive the necessary financial support.
- Act as a liaison between the Capital Programs Department and external funding agencies, fostering relationships and seeking opportunities for grants, partnerships, and innovative financing solutions to bolster capital funding.
- Develop and implement a risk management strategy to assess and mitigate financial risks associated with capital projects, ensuring proactive measures are in place to safeguard financial resources.

- Evaluate the cost-effectiveness and financial sustainability of proposed capital projects, making recommendations for adjustments or enhancements to optimize the allocation of resources.
- Lead the development and execution of a long-term financial strategy for capital investments, including the identification of alternative funding sources and the exploration of emerging financial technologies to improve capital budget management.

#### Job Requirements

- Bachelor's degree in finance, Accounting, Business Administration, Public Administration, or a related field.
- A minimum of ten (10) years of progressively responsible experience in project budgeting, financial management, and providing administrative leadership in medium to large organizations.
- Proficiency in Microsoft Office software.
- Strong multitasking and decision-making abilities.
- Excellent oral and written communication skills.
- Understanding of financial fundamentals and experience with progress reporting and cost management.

#### Project Background

The Hudson Tunnel Project (HTP) is the most urgent passenger rail infrastructure project in America. It involves constructing a nine miles of new passenger rail track, including a new two-track tunnel under the Hudson River connecting New Jersey to New York Penn Station, and the full rehabilitation of the existing 116-year-old North River Tunnel. The project will create operational flexibility and rail network redundancy to finally deliver reliable transportation to hundreds of thousands of daily commuters.

The HTP is the cornerstone of the Gateway Program, a comprehensive rail investment program that will modernize rail travel and create new capacity for the most congested section of the Northeast Corridor.

The Gateway Development Commission (GDC) is the bi-state public authority charged with delivering the HTP. 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 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 "Head of Capital Budget" in the subject line.