

Company: Gateway Development Commission

Job Title: Deputy Chief Ethics and Compliance Officer

Location: New York/New Jersey

Date: July 17, 2026

Job ID: 19-002

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a senior attorney or compliance administrator with experience in a variety of transportation related compliance matters, including but not limited to, public procurement, infrastructure capital and finance related contract administration, federal loans and grants, applicable federal regulations, and laws regarding public meetings. This will be a senior position within the Ethics and Compliance Office and may be called upon to offer compliance guidance in other GDC operational areas as needed. This position reports directly to the Chief Ethics and Compliance Officer and may supervise others in the subject matter areas described as this unit is developed.

Essential Functions

- Provide support to Chief Ethics and Compliance Officer in the development of strategies to comply with contractual obligations in agreements with federal agencies and third parties to implement the packages within the Hudson Tunnel Project.
- Collaborate with subject matter experts in the GDC Program, Program Delivery, Procurement, Finance and HR teams and/or outside counsel to advance GDC's compliance with applicable federal and state laws.
- Assist in the coordination and alignment of client interests across departments within GDC as those interests relate to such compliance in the delivery of the Hudson Tunnel Project and other related projects.
- Provide support, guidance, and analysis in the compliance with GDC's enabling legislation, GDC Bylaws and GDC policies.
- Perform duties assigned by the Board Secretary and in the absence of the Board Secretary perform the Board Secretary's duties. Responsibilities include directing the day-to-day management and development of agendas for Board meetings and Board committee meetings for review by the GDC CEO and executive management team, facilitating and overseeing the scheduling of Board meetings and Board committee meetings, and generating minutes of Board Committee meetings, and the Board meetings for approval of the Governors of New York and New Jersey in conformance with GDC's enabling legislation.
- Provide support to the Equal Employment Opportunity Officer and Human Resources in compliance with the GDC EEO Program and management of investigations, as well as guidance, and analysis related to other related EEO subject areas within GDC.
- Support the Chief Ethics and Compliance Officer in coordination with the Head of Internal Audit and Inspector General to develop audit plans based upon risk, assist with the preparation of reports, and oversee or track any required implementations related to compliance.
- Collaborate with Human Resources, Procurement and other units on the review of disclosures and development of conflict of interest management plans.
- Assist in the development and maintenance of a compliance calendar and archiving of records for

auditing purposes.

- Develop and deliver training on GDC policies and legal obligations under the GDC Act, GDC policies, and EEO Program, and other areas as determined appropriate.
- Review and approve invoices of outside counsel as required by GDC policies and contracts.
- Perform other related duties as may be assigned by the Chief Ethics and Compliance Officer.

Job Requirements

- Bachelor's degree in a relevant field is required. A master's degree or Juris Doctorate from an accredited law school with excellent academic credentials is preferred.
- A minimum of ten (10) years or more of relevant experience.
- Minimum of five (5) years of experience working on compliance in the transportation industry, including ethics, contract compliance, FTA/FRA grant compliance, BAB loan compliance, and EEO compliance.
- A minimum of seven (7) years of progressively responsible experience in a relevant compliance field.
- Experience with interpreting and handling matters regarding open public meetings laws in New Jersey or New York.
- Demonstrated ability to work independently, managing multiple projects and clients in a fast-paced environment, and working on a multi-disciplinary team.
- Excellent drafting and project management skills, and ethical integrity.
- Excellent verbal and written communication skills.
- Strong interpersonal, analytical, problem-solving, and organizational skills.
- Confidence, professionalism, and tact in dealing with senior management and sophisticated third parties.
- Proven capability to build and maintain strong client and peer relationships.
- Ability to effectively supervise, support, and work collaboratively with others.
- Intellectual curiosity, team-oriented, self-starter mentality.
- Proficiency in Microsoft Word, Microsoft Teams, Adobe, compliance related software, and related computer literacy skills.

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 – (Roth or 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 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 with the job title “Deputy Chief of Ethics and Compliance Officer” in the subject line.