

Company: Gateway Development Commission

Job Title: Principal Deputy Chief, Programs Department

Location: New York/New Jersey

Date: September 25, 2026

Job ID: 5-029

Summary of Responsibilities

We are seeking a highly qualified individual to serve as the Principal Deputy Chief in our Programs Department. Reporting directly to the Chief Program Officer, the successful candidate will play a critical role in ensuring the operational success of all areas of our Programs Department, including Project Controls, Program Planning, Grants Administration & Federal Compliance, Real Estate, Delivery Partner Contract Management and Resource Efficiency and Impact Management (REIM). This position requires a strategic thinker with exceptional leadership skills and a strong background in administrative management.

Essential Functions

- Represent the Chief Program Officer and serve as its delegate, empowered to make decisions on Programs Department matters in its absence.
- Serve as a senior advisor to GDC's Delivery Partner Contract Management team and work closely with the Delivery Partner's leadership team to ensure the contract is being managed effectively.
- Collaborate with GDC Executive Management on all matters where the Programs Department interfaces with other areas of the GDC organization.
- Work closely with GDC departments and project partners on Programs Department led efforts, ensuring consensus among stakeholders in how the Hudson Tunnel Project is managed.
- Develop a cohesive operational plan for the Programs Department, which would include Department goals, measurable performance metrics as well as an approach to ensure plans, policies and procedures are comprehensive, up-to-date and are being adhered to.
- Oversee the planning and allocation of resources for the Programs Department, ensuring alignment with organizational goals and objectives.
- Provide guidance and support to the Program Department division leads and identify opportunities to remove obstacles, streamline and enhance performance.

- Analyze trends and best practices to identify opportunities for improvement and innovation.

Job Requirements

- Bachelor's degree in Business Administration, Public Administration, or a related field. Master's degree preferred.
- Education can be used in lieu of experience and experience can be used in lieu of education if the candidate's overall qualifications meet the requirements for the position.
- Minimum of ten years of experience supporting complex infrastructure projects, including stakeholder management, with progressively increasing levels of responsibility.
- Demonstrated subject matter expertise in multiple areas of the Programs Department, as well as experience in implementing compliance monitoring and reporting.
- Strong leadership skills with the ability to effectively manage and motivate a diverse team of professionals.
- Excellent analytical and problem-solving abilities, with a keen attention to detail.
- Exceptional communication and interpersonal skills, with the ability to interact effectively with internal and external stakeholders at all levels.

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 Hudson Tunnel Project (HTP) is the most urgent passenger rail infrastructure project in America. It involves constructing 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 “Principal Deputy Chief, Programs Department” in the subject line.