

Company: Gateway Development Commission
Job Title: Manager, Special Projects
Location: New York/New Jersey
Date: June 24, 2024
Job ID: 16-001

Summary of Responsibilities

The Gateway Development Commission is seeking a highly skilled and dynamic Manager, Special Projects to lead multi-disciplinary teams and drive the successful completion of special projects on behalf of senior leadership. This role involves creating compelling materials for key stakeholders, facilitate contract management, and liaising with partner organizations such as Amtrak, NJT, and the PANYNJ.

Essential Functions

- Lead multi-disciplinary teams to accomplish special projects assigned by senior leadership, ensuring timely and successful project completion.
- Develop and deliver compelling materials, including PowerPoint presentations and talking points, tailored for important audiences, including Board Members and industry groups.
- Facilitate contract management responsibilities, including day-to-day administration and strategic oversight to ensure all contractual obligations are met and aligned with organizational goals.
- Act as the primary liaison with partner organizations including Amtrak, NJT, and the PANYNJ, fostering strong relationships and facilitating effective communication and collaboration.

Job Requirements

- Bachelor's degree in business administration, Project Management, Communications, or a related field.
- Minimum of 5 years of experience in project management, contract management, or a related role.
- Proven ability to lead and motivate multi-disciplinary teams.
- Excellent communication and presentation skills, with experience creating materials for senior leadership and industry groups.
- Strong organizational and strategic thinking skills.
- Experience liaising with partner organizations and managing stakeholder relationships.
- Familiarity with the transportation or infrastructure sector is a plus.

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, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title "Manager, Special Projects" in the subject line.