

Karely Ordaz

Oakland, CA92 • <https://www.linkedin.com/in/karelyordaz/>

CAREER PROFILE

Public sector leader with 10+ years of experience working in local government and community-based organizations. Strengths include executive leadership, management, community organizing, stakeholder engagement, fundraising, and policy analysis. Proven ability to align teams around strategic initiatives and build private-public partnerships.

CORE COMPETENCIES

Bilingual (English & Spanish) | Leadership | Strategy | Policy | Public Affairs | Communications | Management | Advocacy | Change Management | Public Speaking | High Level Project Management | Diplomacy

PROFESSIONAL EXPERIENCE

The Unity Council

Chief of Staff

Oakland, CA – December 2020 – present

- **Executive Adviser:** Advise CEO in various areas including strategy, politics, advocacy, policy, partnerships, and special projects
- **Advocacy & Intergovernmental Affairs:** Drive the organization's advocacy efforts and serve as liaison to local, regional, state, and federal governments

Hamilton Families

Chief of Staff

San Francisco, CA – October 2018 – December 2020

- **Change Management & Leadership Alignment:** Led the transition of 4 CEOs. Planned and executed strategic planning sessions for two leadership teams. Supported and advised CEOs in culture, management, strategy, operations and personnel.
- **Operations & Fundraising:** Strengthened internal communication systems across six sites and 150 employees by revamping processes and clarifying expectations. Wrote weekly internal newsletter. Oversaw workflows in finance, operations, administration, development, human resources, programs, data & evaluation, and strategic partnerships. Raised over \$500,000 in unrestricted funds and managed key donor relationships.
- **Board Governance:** Strengthened board governance by amending bylaws and updating key governance documents. Led strategic discussions between the board and the executive team during transitions.
- **Cross Departmental Initiatives:** Managed and led organizational consultants providing cross-departmental services in the areas of mental health, board governance, and diversity, equity and inclusion (DEI).

City of Oakland, Office of Mayor Libby Schaaf

Oakland, CA - March 2015 – September 2018

Special Assistant to the Mayor

- **Policy & Legislation:** Served as Mayor's policy advisor on various issues including human trafficking, immigration, illegal dumping, and gender equity. Wrote Sanctuary city legislation adopted by the Alameda County Conference of Mayors in 2017.
- **Communications & Public Relations:** Served as liaison to Spanish-speaking communities in the Bay Area. Managed media relations, coordinated interviews, prepared talking points and led the Mayor's Spanish language communication strategy. Produced written and online communications, including press releases, talking points, media advisories, speeches, briefing materials, and social media posts. Translated documents from English to Spanish and vice-versa.
- **Leadership & Advocacy:** Chaired the City of Oakland's Task Force on the Commercial Sexual Exploitation of Children (CSEC) and tripled membership by engaging cross sector stakeholders. Led process for CSEC Awareness Training for city employees and co-developed trauma-informed curriculum. Wrote the Task Force's annual reports. Partnered directly with the Alameda County District Attorney to transition the Task Force to the County. Led community efforts in support of AB 1206 passed in 2017.
- **Community Outreach:** Developed community engagement strategies to increase civic engagement and saturate the Mayor's priorities. Led the institutionalization of the Civic Design Lab. Co-developed the Oakland Promise Ambassador Program. Led community engagement process for the hire of the OPD Chief of Police in 2016.
- **Special Projects & Initiatives:**
 - **1) Resilience & Climate Change:** Co-developed Oakland's resilience agenda presented at the United Nations (UN) Conference on Sustainable Urban Development (Habitat III) in Quito, Ecuador. Wrote application that won the City of Oakland the Global Green City Award presented by the 11th Global Forum on Human Settlements.

Karely Ordaz

Oakland, CA •

[@gmail.com](#) • (510)

• <https://www.linkedin.com/in/karelyordaz/>

- **2) Private-Public Partnerships:** Led the planning, development, launch and implementation of [reportjohn.org](#), an iOS & Android app used to report sex buyers to the Oakland Police Department, increasing reports of sex offenders by 100%. The app was highlighted in the [New York Times](#) in 2016.
- **3) Events:** Planned and executed the first [Bay Area Women's Summit in 2016](#), a regional conference focused on equity and the economic advancement of women in the workforce. Raised over \$3M. Coordinated high profile guest speakers and conducted outreach to attract approximately 2,000 attendees. Developed the Mayor's commitments to advancing economic equity for women and ensured those commitments were met within a year.

City of Oakland, City Council

Oakland, CA - March 2013 - March 2015

Policy Analyst & Constituent Liaison

- **Policy Analysis:** Monitored, researched and analyzed local, state and federal policy issues and legislation. Authored legislation including the unanimously adopted [Censure Policy](#).
- **Community Engagement:** Used data to assess needs of the Council district, served as a liaison to all neighborhoods, cultivated and maintained relations with businesses, nonprofits, and community leaders. Received, processed, and responded to constituent requests.
- **Lobbying:** Lobbied for state legislation banning sweepstake casinos (AB 1439) and legislation to allow the City to tow vehicles of people caught dumping illegally or sexually exploiting minors (AB 1206). Coordinated across city departments to close five sweepstake casinos in the Fruitvale District.

American Indian Model Schools (AIMS)

Oakland, CA - August 2012 - March 2013

Secretary to the Board of Directors

- **Administration:** Prepared board meeting agendas, minutes, and policies. Researched, compiled, and prepared the organization's response to the Notice of Violation, Notice of Revocation and FCMAT report.
- **Compliance:** Monitored compliance with the Ralph M. Brown Act, California Education Code, the California Public Records Act, and applicable regulations.

EDUCATION

University of California, Berkeley
Goldman School of Public Policy
Master of Public Affairs Candidate
Expected Graduation: August 2022

University of California, Berkeley
College of Letters & Science
Bachelor of Arts in American Studies
Concentration: Environment, Policy and Public Health

COMMUNITY LEADERSHIP

East Oakland Boxing Association, Current Board Chair

Oakland, CA - 2016 – present

Led executive search process, fiscal oversight, strategic planning, fundraising, partnership cultivation, supervision of Executive Director.

Oakland Latino Education Task Force (LEN), Member

Oakland, CA – 2016 – present

Advocacy for equitable education access for Latinx students and families in Oakland.

Amethod Public Charter Schools, Board Secretary & Past Chair

Oakland, CA - 2015 – 2019

Fiscal oversight, development and implementation of five-year strategic plan, managed relationships with school districts, growth management.

Alameda County-Oakland Community Action Partnership, Board Member

Alameda County - 2013 – 2015

Provided anti-poverty funding in the areas of job training, employment placement and housing & community development for households at or below 100% of the Department of Health and Human Services federal poverty guidelines.