



ERIC GARCETTI
MAYOR

July 28, 2021

Honorable Members of the City Council
c/o City Clerk
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have appointed Ms. Dora Quach to the Commission on the Status of Women for the term ending June 30, 2024. Ms. Quach will fill the vacancy created by Maryam Zar, who has resigned.

I certify that in my opinion Ms. Quach is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Dora Quach
Commission: Commission on the Status of Women
End of Term: June 30, 2024

Appointee Information

1. **Race/ethnicity:** Asian Pacific Islander
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 14 – East APC
4. **Are you a registered voter?** Yes
5. **Prior commission experience:** N/A
6. **Highest level of education completed:** B.A, University of California, San Diego
7. **Occupation/profession:** Grants Manager, Liberty Hill Foundation
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Replacement
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender
Dahan, Ana Teresa	Central	14	Latina	F
Bernard-Gibson, Erma J.	Central	10	African American	F
Curry, Vicki	West	11	Caucasian	F
Filla, Jackie	Central	4	Caucasian	F
Messing, Marla	West	11	Caucasian	F
Postigo, Jessica	Central	4	Latina	F

Dora Quach

Work Experience:

Grants Manager- Liberty Hill Foundation

December 2019- Present

Working collaboratively with the Director of Grantmaking and Capacity Building and the Director of Philanthropy to administer and coordinate all competitive, partnership and donor-advised grantmaking at Liberty Hill (totals upwards of \$6 million annually). Grantmaking strategies focused on social movements and advance economic, racial, LGBTQ and environmental justice.

- Worked with the Director of Grantmaking and Capacity Building to strategize a grantmaking process that was inclusive and accessible, removing biases and barriers from traditional grantmaking
- Provided all administrative support for competitive and donor advised funds grantmaking.
- Managed financial information for all incoming grantees and community partners
- Managed Raisers Edge and Granted GE CRM databases
- Coordinates communications between applicants, grantees, community partners and the Liberty Hill Foundation Community Funding Board.

Development Manager- East West Players

June 2018- November 2019

Aligned corporate, foundation and individual giving with the diverse productions and arts education programs presented by EWP.

- Worked with philanthropic organizations to increase their outreach in communities and address equity issues in their funding models
- Research and identified corporate and foundation prospects
- Provide stewardship and engagement opportunities for corporate partners, major donors and foundation partners
- Managed grant cycles from LOIs, proposals, site visits, project implementation to final impact reports
- Managed grant funded program evaluations and metrics
- Worked with mainstage production and arts education team to produce public facing events
- Developed individual donor campaigns based on market analysis and historical donor data

Fund Development Manager, Corporate Relations and Special Events- Girl Scouts of Greater Los Angeles (GSGLA)

August 2017- January 2018

Responsible for fundraising efforts through strategic partnerships with corporate partners and corporate foundations with a focus on soliciting support for underserved and low-income young girls. Developed and oversaw sponsorship opportunities and logistics for GSGLA signature events, scouting programs and pop-up events. Provided stewardship and engagement opportunities for corporate partners to meet their marketing and CSR goals

- Developed and implemented annual benefits structure for corporate partners
- Managed grant cycles from LOIs, proposals, site visits, project implementation to final impact reports
- Managed grant funded program evaluations and metrics
- Developed and managed budgets for signature events
- Collaborated with the programs department and fund development team in managing proposal submission and stewardship activities for prospects.

Special Events Manager- Girl Scouts of Greater Los Angeles (GSGLA)

October 2015- August 2017

Responsible for fundraising through the planning and execution of special events to engage corporate partners and individual donors. Manage a corporate portfolio of prospects for sponsorship opportunities.

- Project manage all GSGLA signature events, including coordinating contracts, vendors, and volunteers
- Supported the Director of Development and Individual Giving Manager with donor stewardship and engagement events
- Collaborated with Grants Manager on grant opportunities from corporate foundations

Employment and Housing Resource Manager | Volunteer Manager- Center of the Pacific Asian Family (CPAF)

September 2013-October 2015

Built partnerships with corporations, small businesses and individuals to develop infrastructure to enhance employment and housing options for shelter residents. Developed non-traditional employment opportunities suitable for limited English-speaking API participants with limited work history and marketable skills. Built partnerships with developers, landlords, property managers and individuals to enhance affordable housing resources for shelter residents. Reported directly to the Executive Director as part of the Development and Outreach & Engagement Team to coordinate efforts to raise community awareness and support for CPAF and its participants. Worked with Emergency and Transitional Program Teams to adjust employment and housing resources based on participant needs.

- Built network of volunteer supporters to mentor/support a resident's transition out of shelter program into independent living and/or entry into the workforce
- Developed new donor engagement strategies, outreach materials, and donor acknowledgement gifts
- Crisis intervention with survivors in shelter, hotline and as a Sexual Assault Response Team (SART) advocate
- Managed volunteer program, language interpretation program, and volunteer training. Developed corporate volunteer program
- Represented agency in coalition and community networking meetings

Administrative Manager- Center for the Pacific Asian Family (CPAF)

July 2012 – September 2013

Provided oversight of HR, personnel, and the facilities management of a community center, emergency shelter, and transitional housing shelter. Supervised an Administrative Assistant and Operations Coordinator. Reported directly to the Fiscal Director with reports on grant related expenditures, systems replacement budgets, and assisted all directors with project management.

- Oversaw a 20 year systems replacement plan for 2 sites owned and managed by CPAF
- Coordinated technology and security system overhaul for 3 unique sites managed by CPAF and new security protocols
- Developed relationships with local attractions to support family field trips during summer day camp
- Coordinated all staff meetings and retreats and general office management

Administrative Director – Chinese American Museum (CAM)

September 2009- June 2012

Supervised the Administrative Assistant, Museum Guides and other CAM staff; provide general office supervision, assist in the development and management of grants; coordinate fundraisers and special events; maintain financial and personnel records for the organization; maintain membership and donation databases; schedule and support monthly FCAM Board meetings, and oversee production and dissemination of newsletters and other outreach materials. Reported directly to the Executive Director, maintained regular interaction the Board of Directors and worked with senior managers of the El Pueblo Historical Monument (a department of the City of Los Angeles).

- Coordinated successful phone bank, met goal of \$20,000 for special exhibit
- Managed Lantern Festival 2010-12, a free annual public festival with average attendance of 5-8,000
- Additional special events include opening receptions for new exhibits and special members only programs
- Provided program support for educational events and workshops

Education:

University California, San Diego

Bachelors of Arts in Art History/ Criticism

Skills:

- Microsoft office suite
- CRM database tools: Blackbaud Raiser's Edge, Patron Manager, GrantedEdge
- Project Management tools: Smartsheet, Asana, Trello, Base Camp, Air Table, Cvent
- Trained Doula, October 2018- Trained by the Long Beach Birthworkers of Color
- 65 hrs of training for Domestic Violence & Sexual Assault Counselor



ERIC GARCETTI
MAYOR

July 28, 2021

Dear Ms. Quach:

I am pleased to inform you that I hereby appoint you to the Commission on the Status of Women for the term ending June 30, 2024. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require visiting City Hall. If you require parking during these procedures, please call Claudia Luna in my office at (213) 978-0621 to make arrangements for you.

To begin the appointment process, please review, sign and return the enclosed Remuneration Form, Undated Separation Forms, Background Check Release and Information Sheet **within one week** of receiving this letter. These documents are necessary to ensuring the most efficient, open and accountable City government possible. Further, Mayor's Office policy requires you to be fingerprinted as part of the background check that is done on all potential Commissioners. To do so, please bring this letter to the Background Unit of Employment Services Division, Personnel Department Building, 700 East Temple Street, Room 235, Los Angeles, California 90012. The division phone number is (213) 473-9343. Fingerprints must be taken **within three working days** from the **receipt** of this letter.

Under separate cover you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws and a copy of the State Form 700/Statement of Economic Interests. You are required to complete and return this form **within 21 days** of your nomination to the City Ethics Commission, 200 North Spring Street, City Hall, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the Ethics Commission at (213) 978-1960.

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As part of the City Council confirmation process, you will need to meet with Kevin de León, your Councilmember, and Chair of the Immigrant Affairs, Civil Rights and Equity Committee, to answer any questions he may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Immigrant Affairs, Civil Rights and Equity Committee. Sometime thereafter, you will be notified by the committee clerk when your appointment will be presented to the full City Council for confirmation. Once you are confirmed, you will be required to take the oath of office in the City Clerk's Office in Room 395 of City Hall. Claudia Luna will assist you during the confirmation process if you have questions.

Commissioners must be residents of the City of Los Angeles. If you move at any point during your term, have any changes in your telephone numbers, or in the future plan to resign (resignation must be put in writing), please contact my office immediately.

Congratulations and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. G.' followed by a horizontal line and a small flourish.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Dora Quach
July 28, 2021

Nominee Check List

I. Within three days:

- _____ **Get fingerprinted to complete a background check.**
Appointment is necessary during COVID-19. Claudia Luna will assist you with the appointment. Bring the Mayor's letter to: Background Unit of Employment Services Division, Personnel Department Building, 700 East Temple Street, Room 235, Los Angeles, California 90012. Phone: (213) 473-9343.

II. Within seven days:

Mail or email the following forms to: Legislative Coordinator, Office of the Mayor, Office of Legislative and External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or email: Claudia.Luna@lacity.org.

- _____ **Remuneration Form**
- _____ **Undated Separation Forms**
- _____ **Background Check Release**
- _____ **Commissioner Information Sheet/Voluntary Statistics**

III. Within 21 days:

File the following forms with the City Ethics Commission. *If you are required to file, you will receive these forms via email from that office.*

- _____ **Statement of Economic Interest ("Form 700")**
IMPORTANT: The City Council will not consider your nomination until your completed form is reviewed by the Ethics Commission.
- _____ **CEC Form 60**

IV. As soon as possible, the Mayor's Office will schedule a meeting with you and:

- _____ **Your City Councilmember Kevin de León**

Staff in the Mayor's Office of Legislative and External Affairs will assist you with these arrangements.