

# Andria D. Oliver

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## EXPERIENCED CHIEF OF STAFF

Accomplished political strategist and adviser for a national youth serving nonprofit; Experienced supervisor with a proven record of success as a chief of staff and senior-level Presidential appointee at the U.S. Department of Labor; Knowledgeable appropriations staff member with established relationships with Congressional Members and their staff, and external stakeholders.

### **WORK EXPERIENCE:**

#### **Boys & Girls Clubs of America (BGCA)**

##### **Director**

#### **Government Relations**

**April 2017 to Present**

- Manage the day-to-day management of BGCA legislative priorities; congressional outreach with targeted Members of Congress and Executive Branch officials, as well internal stakeholders – BGCA’s 500 employees, specifically those in Program Development, Youth and Club Services, and Resource Development; and external stakeholders – Movement-wide over 4,600 Clubs worldwide and their associated State Alliances, Board of Governors, and National Trustees.
- Represent BGCA in all legislative, non-legislative, and appropriations matters through developed and established relationships with Members of Congress and their staff, particularly the House and Senate Appropriations Committees, Senate HELP, House Education & Labor, House Ways & Means, and Judiciary to create positive impacts through Federal investments, policy development, and advocacy to support at-risk youth.
- Advocate for the inclusion of historic and mission critical grants totaling \$2.5 billion in annual appropriations across four appropriations subcommittees; identify potential new federal funding streams and advocate for annual appropriations and relevant legislative language in support of essential programs.
- Conceptualize and draft BGCA’s annual appropriations requests, submit requests to target and relevant Members of Congress, track submissions, and bill progress across relevant appropriations subcommittees.
- When requested, provide legislative text/appropriations language technical assistance to Members of Congress on bills that impact youth and/or national youth serving organizations.
- Develop, oversee, and execute Federal legislative and appropriations strategy, including tracking and monitoring legislative developments; coordinating and implementing strategies in support of BGCA’s legislative and budget agenda.
- Provide authoritative and substantive guidance on legislative and appropriations issues; leverage that information to recommend strategies for Congressional engagement to BGCA leadership to advance legislation or policies directly impacting BGCA.
- Prepare and review detailed legislative analyses, authorization and appropriations language, Congressional testimony, correspondence, position papers, and presentations regarding newly enacted or pending legislation affecting BGCA.
- Regularly communicate with BGCA leadership and local Clubs to ensure the accurate dissemination of relevant legislative information, enabling grassroots support and activation on BGCA priorities.
- Serve on BGCA’s Race Equity Taskforce’s communications working group, to develop core messaging content, approve all external communications, and review existing communications and materials to identify needed updates to reflect Movement-wide racial equity efforts.
- At the request of BGCA leadership, leverage 20 years of Hill, Executive Branch, and appropriations experience to mentor peers within BGCA’s Government Relations department, to educate staff on legislative and appropriations goals, prioritization of those goals; and ensure a high level of integrity and consistency in all engagements and materials provided to Congress and our stakeholders.

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**US Department of Labor (DOL)**

**Chief of Staff**

**Senior Legislative Officer/Appropriations Liaison**

**Office of Congressional & Intergovernmental Affairs (OCIA)**

**November 2016 to January 2017**

**September 2009 to November 2016**

- Managed an annual expense budget of \$4 million, in support of 25 full-time employees, which included staff in DOL's national office and five regional offices.
- Supervised the day-to-day management of OCIA's legislative agenda; congressional outreach and correspondence; and human resource actions, including drafting and conducting employee annual performance evaluations.
- Cultivated and maintained effective working relationships with House and Senate Members of Congress and their personal and committee staff, the Administration, other federal Agencies, and internal and external stakeholders.
- Provided technical analysis and advice of special expertise to troubleshoot, investigate, or resolve sensitive program/policy concerns affecting DOL and communicate findings to DOL senior leadership.
- Collaborated with OCIA's Assistant and Deputy Assistant Secretaries to develop DOL's long and short-term legislative agenda and formulate strategies creating opportunities to advance agenda priorities.
- Strategized, developed, and coordinated outreach efforts to Members of Congress, their staff, and stakeholders who had a direct interest in and impact upon DOL programs and provide awareness and education of DOL's regulatory agenda, programs, and priorities.
- Analyzed legislation, and as necessary, secured and reviewed clarifying data, and technical information to provide responsive recommendations in response to Congressional inquiries.
- Arranged and conducted briefings to educate Members of Congress, congressional staff and stakeholders on DOL legislative and policy initiatives.
- Reviewed Congressionally mandated reports and legislative matters to determine conformance with current policy, the impact to the Department and/or relevant stakeholders; and ensured compliance with the relevant Congressional directive and submitted in a timely manner.
- Assisted the Deputy Assistant Secretary with the nomination process and preparation for DOL officials appointed by the President.
- Served as hearing point-of-contact by overseeing the coordination and preparation of the Secretary and other Department officials by drafting oral and written testimony; provided insight into potential lines of hearing questions; proposed responses to questions; drafted relevant hearing materials; and ensured responses to questions for the record reflected DOL's positions and were transmitted to Congress in a timely manner.
- Developed, implemented, and managed an online constituent casework management system, providing a more efficient/streamlined tool to respond to the needs of Congress and their constituents.
- Compiled informational materials for Members and their staff on DOL's regulatory agenda, policies and initiatives, while ensuring materials accurately reflect the Department's position.

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**U.S. House of Representatives**  
**Staff Assistant**

**Committee on Appropriations**  
**2000 to 2009**

- Leveraged knowledge of the federal appropriations process supporting the House Committee on Appropriations by serving on the following subcommittees: Interior & Related Agencies; Labor, Health & Human Services, Education & Related Agencies; and Financial Services & General Government.
- Reported to and advised the Subcommittee Chairman and Subcommittee Clerk on all aspects of the annual appropriation cycle including fiscal, legislative, and policy content.
- Drafted appropriations language for bills, amendments, press documents, conference notes, and fact sheets.
- Represented the Committee and Subcommittee in negotiations with the Senate during preparation and drafting of the bill and the joint explanatory statement.
- Maintained Congressional Members' appropriations request system (earmarks -- funding requests made by Members of Congress), which included over 6,600 entries annually, and updated the system as the appropriations bill moved through Congress.
- Coordinated and managed all Subcommittee hearing transcripts, revised, arranged and compiled all written materials and questions submitted for the record; ensured the accuracy of all attachments and inserts, as well as the completeness and conformity in final printed hearing volumes.

## **EDUCATION:**

**Marywood University**  
**Bachelor of Arts, Broadcast Journalism**

**Scranton, PA**