



Las Vegas-Clark County Library District **Board of Trustees Application**

(Note: This document and accompanying materials become public record once received by Clark County.)

The Las Vegas-Clark County Library District (Library District) was formed in February 1985 to consolidate the City of Las Vegas and Clark County Library Districts. The purpose of the Las Vegas-Clark County Library District Board of Trustees (Board of Trustees) is to establish, supervise, and maintain a library system, including the annual preparation of the budget. The Board of Trustees appoints the Library's Executive Director and has the authority to make policies.

The Board of Trustees consists of ten (10) members, five (5) appointed by Clark County, and five (5) appointed by the City of Las Vegas. The Board of Trustees is an independent authority and does not report to the Clark County Board of County Commissioners nor to the Las Vegas City Council.

Members serve four-year (4-year) terms and may not serve more than two (2) consecutive terms.

Application Overview:

If you are interested in applying for membership on the Board of Trustees, please complete the application below. If you have any questions related to the Board of Trustees or the application process, please email AdministrativeServices@ClarkCountyNV.gov.

Full Name (First, Middle Initial, Last): _____

Home Street Address: _____

Home Address City/State/Zip Code: _____

Mailing Address: _____

Mailing Address City/State/Zip Code: _____

Employer: _____

Occupation: _____

Email Address: _____

Best Daytime Contact Phone: _____

Relevant Affiliations: Please list below any other committees you are currently serving on. Please list, if applicable, the jurisdiction and term of appointment. If you were appointed by an individual and not by a local jurisdiction, please include that information. If you need additional space, please attach an additional sheet of paper.

Skills and Experience: Please provide a brief description of your qualifications; include any special skills, interests, experience, or training which you possess or have completed that would benefit the work of the Board of Trustees. If you need additional space, please attach an additional sheet of paper.

A resume or letter of interest is REQUIRED. Please attach it to this application.

I certify that I am a resident of the consolidated Library District. I verify by my signature below that all statements made on this application, as well as any information attached hereto, are true and complete to the best of my knowledge. I understand that an electronic signature has the same weight and effect as a handwritten signature. Furthermore, I understand that an incomplete application and any modifications to this application will not be accepted or considered.

Christopher L. Shelton

Signature

Date

Your signed application must be received no later than 5:30 pm on August 10, 2023. Please allow appropriate time if mailing.

Hand Deliver Application to:

**Clark County Department of
Administrative Services
6th Floor
500 S. Grand Central Parkway
Las Vegas, NV 89155**

Mail Application to:

**Department of Administrative Services-
6th Floor
Attn: Agenda Coordinator
P.O. Box 551712
Las Vegas, NV 89155-1712**

Fax Application to:

(702) 455-3558

Email Scanned Copy to:

AdministrativeServices@ClarkCountyNV.gov

CHRISTOPHER L. SHELTON

 | www.linkedin.com/in/christopher-shelton-a1588513

PROFILE

Dedicated and results-oriented professional with over 20 years' experience in client service, managing successful teams in the areas of non-profit, community-based organizations, medical sales and intercollegiate sports. Dynamic leader with outstanding interpersonal, communication and negotiation skills and a passion for motivating, coaching and inspiring others. Highly skilled at creating, fostering and leveraging successful relationships with partner agencies, corporate funders and foundations to secure major funding in support of the mission and values of an organization.

Additional Expertise

- Fund Development
- Training/Development
- Board Development
- Operations Management
- Hiring/Recruiting
- Prospecting Analysis

RECENT PROFESSIONAL EXPERIENCE

THE CENTER OF SOUTHERN NEVADA, LAS VEGAS, NV

2022 TO PRESENT

DIRECTOR OF DEVELOPMENT

Plan and implement a development and fundraising program to provide for the short- and long-term needs of The Center. Establish connections and foster successful relationships with potential donors.

- Work with the Executive Director to determine fundraising objectives and priorities of the organization.
- Set annual monetary goals and budgets according to short- and long-term goals.
- Research and maintain a list of potential donors including corporations, foundations, and individuals.
- Work with marketing team to develop relevant and informative fundraising literature for distribution to previous donors and the public.
- Oversee the fundraising process and maintain records of receipts and disbursements of funds.
- Help plan fundraising events that effectively communicate the purposes of the organization.

ST. IGNATIUS PARISH, UCSF, SAN FRANCISCO, CA

2022

INTERIM DIRECTOR OF OPERATIONS AND ADMINISTRATION (CONSULTANT)

Recruit for new position of Pastoral Assistant for Operations and Administration.

- Work with Pastor, staff and other stakeholders to develop job description for new position in the parish.
- Manage and conduct recruitment from posting to onboarding of successful candidate.

Assess strengths, weaknesses and needs of leadership structure and develop a plan to move forward.

- Study the leadership handbook and conduct interviews with the Pastor, staff, members of the Parish Council, Commission Co-Chairs, and other lay leaders.
- Propose changes to the leadership handbook and present to the Pastor and Parish Council.
- Generate buy-in from stakeholders and implement approved changes.

BOOKER T. WASHINGTON COMMUNITY SERVICE CENTER, SAN FRANCISCO, CA

2019- 2022

CHIEF OPERATING OFFICER, INTERIM EXECUTIVE DIRECTOR, DIRECTOR OF DEVELOPMENT

Provided strategic direction, oversight, coordination and priority-setting in the areas of resource development and communications. Planned, organized and directed all BTWCSC fundraising efforts including the major gifts program, annual fund, planned giving, special events and capital campaigns. Worked closely with the Board of Directors to meet fundraising goals through outreach and networking efforts. Managed the day-to-day effectiveness of BTWCSC, including program operations, finance, and human resources functions. Played a

collaborative and lead role in implementing systems that increase the effectiveness and efficiency of our work and support our ability to expand impact in the community to meet client needs. I used my teamwork, organizational and communication skills to further our mission to support and maintain a healthy and vibrant community with programs designed to reduce social, health, economic and education disparities that challenge the people we serve – primarily under-resourced children and their families.

- Secured over \$500,000 as the Interim Executive Director from June-November 2020.
- Lead on 100th Anniversary Virtual Gala securing guest speakers including House Speaker Nancy Pelosi, actor Danny Glover, and current and former Mayors of the City of San Francisco.
- Developed several strong community partnerships including Kaiser Permanente, Macy's, The Golden State Warriors Foundation, Whole Foods, Redwood Credit Union, and local radio & TV stations.

FRH CONSULTING, San Francisco, CA

2018-2019

Served as part of the consultant team promoting the development of infrastructure needed to foster economic stability and improve the quality of life for families in San Francisco. Served as Case Manager/Program Coordinator providing resources and referrals to residents of the Hayes Valley Apartments, including employment counseling, access to healthy meals, and other community services.

SALES AND CORPORATE EXPERIENCE_____

Provided leadership and direction while meeting sales goals and managing the sales activities and development of 10+ Sales Representatives in California, Oregon, Washington, Alaska and HI and neighboring states. Experience developing and implementing selling skills training modules for product recertification and negotiating large managed care contracts.

- **ALLIANCE FAMILY OF COMPANIES** - Regional Sales Manager, Neuro Diagnostic Testing
- **HORIZON PHARMA, INC.** - Regional Business Manager - Primary Care/ Specialty Acute Pain.
- **FERRING PHARMACEUTICALS, INC.** - District Sales Manager
- **ALPHARMA/KING PHARMACEUTICALS** - District Manager
- **ELI LILLY AND COMPANY** - Sales Associate, District Manager

EDUCATION AND AFFILIATIONS_____

Sanford Institution of Philanthropy Fundraising Academy - JFK University (2020)

Kappa Alpha Psi Fraternity, Inc. - Berkeley Alumni Chapter Board of Directors

M.A., University of Tulsa - Graduate Assistant, Men's Basketball Coach

B.A., Ball State University - Men's Varsity Basketball, 4-year Letterman

REFERENCES AVAILABLE UPON REQUEST_____