

MELISSA SHELTON

(303) 946-7159 | mshelto9@gmail.com

LEADER IN CSR, SOCIAL IMPACT, AND ESG

SOCIAL IMPACT | COMMUNITY ENGAGEMENT | STRATEGIC PARTNERSHIP | CAUSE-MARKETING | CORPORATE PHILANTHROPY | PUBLIC POLICY

PROFESSIONAL PROFILE

Strategic and results-driven professional with a proven track record in leading impactful social impact initiatives. Overseeing diverse portfolios, I have effectively shaped and executed social responsibility/social impact programs, aligning them with organizational values and industry best practices. Adept at fostering cross-functional collaboration, I have successfully built and sustained partnerships with nonprofits, corporations, and communities, driving meaningful and sustainable change. Skilled in leveraging data-driven insights for storytelling, I bring a strong foundation in grant making, employee engagement, and diversity, equity, and inclusion practices. As a visionary leader, I am committed to steering social impact efforts to new heights, ensuring alignment with corporate values and making a lasting difference.

AREAS OF EXPERTISE

- Communication and Marketing
- Community Outreach
- Strategic Partnerships
- Diversity, Inclusion, Equity (DEI)
- Employee Engagement
- Corporate Philanthropy
- Social Impact Strategy
- Public Policy and Advocacy
- Stakeholder Engagement
- Leadership Development

CAREER HISTORY

CORPORATE CONSULTING | DENVER, LOS ANGELES, AND NYC

CORPORATE SOCIAL RESPONSIBILITY, SOCIAL IMPACT, ESG CONSULTANT

2019 – PRESENT

Provide specialized expertise to corporations and organizations looking to create and/or improve social impact programs. Lead impactful initiatives in trust based philanthropy, marketing, and sustainability with a focus on diversity, equity, and inclusion. Craft and implement visionary Social Impact strategy aligning with organizational brand, values and mission. Establish partnerships, set goals, and implement assessment frameworks for systematic and sustainable change. Develop and scale employee giving and volunteerism programs to drive robust engagement within the organization and the community. Collaborate cross-functionally to highlight commitments and progress in social impact through effective storytelling. Manage budgets, establish partnerships, set goals and OKRs, and implement assessment frameworks for systematic and sustainable change. Develop pathways and implement platforms for giving and engagement. Oversee metrics and reporting, offering insights on program effectiveness and impact measurement. Identify potential giving partners and devise strategic partnership plans.

Key Client Engagements

OTSUKA PHARMACEUTICAL | SOCIAL IMPACT MANAGER, INTERIM DIRECTOR

- Led data-driven storytelling initiatives, transforming complex impact metrics into accessible narratives that enhanced program visibility and stakeholder engagement. Designed and managed grantmaking programs, overseeing the allocation of funds to initiatives aligned with client goals and societal needs. Developed and executed strategic communication plans, including press releases, social media campaigns, and internal communications, to amplify the impact of social initiatives. Spearheaded employee engagement programs, resulting in 65% increase in giving and volunteer participation rates and a stronger organizational commitment to social responsibility.

MAPS | B-CORP CERTIFICATION CONSULTANT

- Drove the non-profit organizations B-impact assessment to facilitate designation as a certified B-Corp, successfully navigating the process to complete the evaluation and set the company up for official designation.

PIONEER INTERESTS | DEI AND COMMUNITY-BUILDING PROJECT MANAGER

- Connected executive leadership with influential members of minority groups to build partnerships with underserved populations to create opportunities, events, and resources aligned with the needs and culture of the communities, resulting in 25% increase minority-owned business partnerships.

NDC | SOCIAL IMPACT CONSULTANT

- Directed over \$2 million in capital to support the development and preservation of affordable housing, the creation of jobs through training, small business lending, grant making and the advancement of livable communities through investment in social infrastructure.

WORKLIFE PARTNERSHIP | FINANCE, OPERATIONS, AND ERG MANAGER

- Secured financial stability through fundraising and grants while managing resources and a \$4 million budget for the non-profit organization. Led budgeting, planning, financial analysis, and policy development, while establishing and overseeing employee resource groups.

CHILDREN'S HOSPITAL COLORADO | AURORA, CO

COMPLIANCE AND BUSINESS ETHICS SPECIALIST

2014 – 2018

Integrated social impact considerations into compliance and business ethics frameworks, ensuring that organizational policies and practices not only adhered to legal standards but also contributed positively to societal well-being. Developed and implemented comprehensive compliance reporting mechanisms, ensuring accurate documentation of regulatory adherence, risk assessments, and mitigation strategies. Conducted ethical audits, ensuring fair practices, and championing sustainability initiatives, resulting in a more ethically conscious and socially responsible organizational footprint.

MEDICINES360 | SAN FRANCISCO, CA

PROGRAM COORDINATOR, PHILANTHROPY

2012 – 2013

Administered departmental and project-specific budgets by tracking expenditures and ensuring optimal financial control while managing a collection of resources related to grant funding, fundraising, and private donations.

CHILDREN'S HOSPITAL COLORADO | AURORA, CO

PROGRAM COORDINATOR, CORPORATE PHILANTHROPY

2010 – 2012

Organized and marketed employee and community events, including planning and execution of annual conferences that connected organizational representatives with a diverse group of community members and patients.

EDUCATION AND ENRICHMENT

WILLIAM CAREY UNIVERSITY

Biology, Social Science

UNIVERSITY OF COLORADO, BOULDER, LEEDS SCHOOL OF BUSINESS

Certification, CSR / ESG Strategy, CESR

THE URBAN LEADERS FELLOWSHIP

Policy Analyst and Fellow (2018)

Researched and crafted legislative policy for Colorado House District 7 Representative James Coleman, while supporting Mike Johnston's gubernatorial campaign in the Democratic primary.

AFFILIATIONS

Denver Latino Commission, Co-Chair | A City and County of Denver Mayoral appointment focused on maintaining constituent focus while influencing policies that affect the Denver Latino community and other marginalized and underserved populations.

Hikma Health, Board Member | Provide support on cost-effective and open-source digital health solutions tailored for clinics serving refugees, migrants, and low-income patients.

Mogul Denver, Founding Member | Liaise with a community of women in leadership roles who have come together to support diversity, cultivate meaningful success, and pioneer technologies that encourage inclusive community.