

**Application Form**

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**Notice of Public Record**

Please be advised that all information contained in this application is part of the City of Reno's public record and is available for public review. These positions are limited, in most cases, to residents of the City of Reno. The City Council makes a conscientious effort to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions require filing of financial statements with the Secretary of State or have special requirements. Contact the City Clerk's office at 334-2030 with any questions.

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**Profile**

Elisa

First Name

M

Middle Initial

Davis

Last Name

elisa.hitt@gmail.com

Email Address

1237 Ralston St

Home Address

Suite or Apt

Reno

City

NV

State

89503

Postal Code

**What ward do you live in? \*** Ward 5

Home: (781) 330-9000

Primary Phone

Alternate Phone

**How long have you been a resident of the City of Reno?**

5.75 yrs

**Are you over 18 years of age?** Yes  No**Are you currently registered to vote in the City of Reno? \*** Yes

The Climate Reality Project

Employer

Manager, Prospect Development

Job Title

**Which Boards would you like to apply for?**

Financial Advisory Board: Submitted

**Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?**

Yes  No

**If yes, please list conviction dates and nature:**

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**Interests & Experiences**

**Education or training relevant to the board or commission to which you are applying:**

I hold an undergraduate degree in Mathematics from Smith College and a Masters of Public Administration from Syracuse University's Maxwell School, the top-ranked program in the country according to US News and World Reports. I have relevant volunteer experience in financial oversight from serving as the Board President of the Truckee Meadows Parks Foundation as well as professional skills visualizing and interpreting complex data sets.

**Explain briefly why you would like to be appointed to this board or commission.**

I'm invested in the future of my community and seeking an opportunity to engage in meaningful and professionally relevant community service. I have experience reviewing municipal budgets and working with complex data but I am not an accountant, so I believe I will bring a valuable perspective to the board.

[Davis Elisa Resume Aug21.pdf](#)

Upload a Resume

**Ethnicity**

[Redacted]

**Gender**

[Redacted]

**Sexual Orientation**

[Redacted]

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**Open Meeting Law Waiver**

**WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO ALLOW CITY COUNCIL TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER PUBLIC BODY FOR THE CITY OF RENO**

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The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions. By agreeing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting. Further, the I acknowledge that I may at any time withdraw both this waiver and related application for appointment.

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I Agree

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**Acknowledgement**

Please Agree with the Following Statement

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I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will results in automatic removal from the board or commission.

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I Agree

# Elisa Davis

1237 Ralston St, Reno, NV 89503 | 781-330-9000 | elisa.hitt@gmail.com

## Highlighted Work Experience

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### Assistant Manager of Prospect Research

University of Nevada, Reno; Reno, NV

March 2016-Present

Lead BI Analyst for Major Gifts Fundraising

- Built 12 new visual analytics reports, saving the University \$250,000 in consultant fees.
- Increased departmental efficiency and effectiveness: built tools and recommended business process changes enabling better customer service with 2.5 fewer positions.
- Initiated needs assessment and strategic planning associated with solution development process, identified four Key Performance Indicators (KPIs) to replace prior set of 20.
- Developed trainings on new Tableau reporting tools to improve usage and buy-in.
- Increased data reliability by reducing lag time on KPIs from one month to 24 hours, saving executives and gift officers at least two weeks of work per person, per year.
- Presented on solution development process and outcomes to nationwide APRA conference (Summer 2021), Tableau Higher Ed User Group (Fall 2021).
- Provide leads, portfolio analysis and donor research for Major Gift fundraising team.

### Membership & Engagement Coordinator

Oregon Natural Desert Association; Bend, OR

Sept. 2014-Feb 2016

- Drove record annual membership growth of 37% by launching new member acquisition strategies, boosting renewals, and enhancing special appeals.
- Tripled key fundraising event revenue by changing venue, ticket and sponsorship prices.
- Created twelve direct mail campaigns and launched multi-channel follow-up initiative to increase revenue per appeal with minimal additional investment.
- Launched popular speaker series to generate new membership leads
- Created Salesforce dashboard analyzing member retention rates and fundraising campaign outcomes, enabling progress-to-goal reporting and effectiveness insights.
- Supervised 2-4 part time office volunteers weekly and one full-time intern per semester.

### Consultant, National Wildlife Federation; Syracuse, NY

May 2014-June 2014

- Team leadership role in comprehensive organizational assessment addressing fiscal discipline, charity ratings, board structure, partnerships. Conducted financial analysis.
- Made action-oriented recommendations directly to incoming CEO.

### Mountain Classroom Guide

Spring 2008, Spring-Fall 2009,

Appalachian Mountain Club; Gorham, NH

Spring 2011

- Led three-to-five-day small group environmental education youth programs.
- Delivered context-based lessons on geology, ecology, navigation and teambuilding.

## **Additional Experience**

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**President, Truckee Meadows Parks Foundation; Reno, NV** **Oct. 2016-Dec 2019**

- Elected Board President in October 2017, oversaw executive transition in 2018.
- Served as Fund Development Committee Chair beginning in Spring 2017, recommended hiring first full-time development staff person, coached new hire in appeal writing.

## **Education**

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**The Maxwell School at Syracuse University; Syracuse, NY** **June 2014**

Master of Public Administration, 4.0 GPA, Valedictorian

*Relevant Coursework:* Quantitative Program Evaluation, Nonprofit Management, Financial Management in Nonprofit Organizations, Executive Leadership

**Smith College; Northampton, MA** **May 2006**

Bachelor of Arts cum laude in Mathematics

## **Technical Skills & Coursework**

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### ***Additional Coursework & Seminars:***

Google Data Analytics Professional Certificate, expected Oct. 2021

Tableau Desktop II: Intermediate, Tableau Software, April 2019

Tableau Desktop I: Fundamentals, Tableau Software, Jan. 2018

STEP Leadership Seminar, Training Resources for the Environmental Community (TREC), 2017

Fundraising for the Future, TREC, 2016

***Databases & Tools:*** Raiser's Edge, Salesforce, WealthEngine, ResearchPoint, Lexis-Nexis, Foundation Directory, Foundation Search, Basic SQL, SPSS



Molly Rosen <rosenm@reno.gov>

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## Elisa M Davis has submitted an application for Financial Advisory Board

1 message

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City of Reno NV <boards@granicuslabs.com>

Tue, Nov 30, 2021 at 11:05 AM

Reply-To: cityclerk@reno.gov

To: rosenm@reno.gov, aufierob@reno.gov, huntsmanm@reno.gov, hamiltonl@reno.gov

A new application for City of Reno, NV Boards and Commissions has been submitted. Applicant: Elisa M Davis Boards  
Applied For: Financial Advisory Board Link: <https://reno.granicus.com/apps/boards/applicants/?id=1689367>