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BAC-9194

Contact Information

Contact Name	Kyle Lephart	Home Address	
Preferred Phone	[REDACTED]	Home City	Denver
Preferred Email	[REDACTED]	Home State	CO
Other Phone		Home Zip	80205
Other Email	[REDACTED]	County	Denver
DOB	[REDACTED]	Hispanic or Latino origin or Descent?	No
SSN		Race/Ethnicity	Caucasian
Gender	Male	Other Ethnicity	
Other Gender		Salutation	Mr.

Board Information

Board Name	Commission for People with Disabilities	Other boards or commissions served	
Status	New	Resigned	
Term Start Date			
Term End Date			

Work Information

Employer	[REDACTED]	Work Address	[REDACTED]
Position	[REDACTED]	Work City	[REDACTED]
Business Phone #	[REDACTED]	Work State	CO
Work Email	[REDACTED]	Work Zip	[REDACTED]

Additional Information

Are you a registered voter?	Yes	Objection to appointment?	No
If so, what county?	Denver	Special Information	
Denver City Council District No	9	Registered Lobbyist	No
Conflict of Interest Explanation		Conflict of Interest	No

Education and General Qualifications

Name of High School	Homestead Highschool	Name of Graduate School	
Location of High School	Mequon, WI	Location of Graduate School	
# of Years Attended	4	# of Years Attended	

High school

Did you Graduate
High School

Yes

Graduate School

Did you Graduate

Graduate Major

Name of College

Lake Forest College

Location of College

Lake Forest, IL

of Years Attended
College

4

Did you Graduate
College

Yes

Undergrad Major

Environmental Studies

Agree to a
background check



Owner

Created By

Notes & Attachments

CoverLetter DenverCommissions.docx

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Description
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KL Resume 2023.pdf

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Kyle Lephart

Contact

[REDACTED]

[m](#)

[REDACTED]

Education

Lake Forest College, 2003-2007,
Graduated Cum Laude
Bachelor of Arts

Volunteer Work

- International Folk Art Market- Assisted international artists with sales and inventory
- Outside Magazine Bike and Brew- Handled ticket sales and event set-up
- Santa Fe Food Depot- Packaged foods for distribution
- Santa Fe Botanical Garden- Fundraiser event set up for over 200 people

Other Skills, Education & Memberships

- Proficient in Quickbooks, Microsoft Suite, and Neon CRM database
- Deadline-driven and organized multi-tasker in fast-paced organization consisting of multiple programs and ever-changing daily schedules
- In-depth knowledge in all levels of the non-profit world, including but not limited to laws, taxes, audits and fundraising
- CPR/First-Aid Certified
- Trained in QPR Suicide Prevention
- Member of the 2019 Emerging Social Sector Leaders cohort
- Member of NexGen Philanthropic Group at the Santa Fe Community Foundation
- Recent trainings- HR Management, Trauma Informed Care, Transgender Inclusivity, Working with Deaf/Hard of Hearing Community

Experience

Canine Partners of the Rockies, Aurora, CO

Executive Director, October 2023-Present

- Assessed the current needs of the agency, resulting in additional hiring of staff, better tracking of volunteers and donors, and fixing weaknesses in insurance coverage and grant proposals
- Developed Board subcommittees to provide for more focused conversations and decisions on key topics
- Produced detailed sponsorship options to attract business partnerships, resulting in 4 new corporate donors within the first 2 months
- Initiated staff trainings with Division of Disability Rights focused on awareness and laws
- Updated volunteer and employee policy and procedure manuals

Assistance Dogs of the West, Santa Fe, NM

CFO and Director of Operations, January 2011-September 2023

- Performed daily operations such as bookkeeping, database entry, payroll, accounts payable/receivable, bank & credit card reconciliations, and the tracking & allocation of grant expenses
- Succeeded in guiding the organization through the 8 most recently required annual external audits
- Worked in both the Finance and Marketing/Fundraising committees to create policy, provide oversight, and ensure strategic growth
- Produced and increased the annual budget from \$300K to over \$1.3 million, while still producing a profit and increasing reserves
- Doubled the organization's volunteer numbers by identifying new volunteer roles and leading volunteer orientations
- Led the non-profit through initial and ongoing Assistance Dogs International accreditation testing
- Responsible for all HR related matters including new hire paperwork, exit interviews and workers' comp issues
- Led the Events team to produce annual fundraising functions
- Member of the Senior Management Team, responsible for the vision and decision-making that affecting the future of the agency
- Analyzed and presented all financial documents to the Board of Directors at quarterly meetings

Assistance Dogs of the West, Santa Fe, NM

Program Assistant, April 2008-2011

- Responsible for all purchasing and inventory tracking
- Provided direct support to the Program Director in all areas of programming, including class development for various Youth and Veteran programs
- Instructed 8 to 18 year old students in weekly in-school and after-school dog training classes
- Accountable for tracking and maintaining records for veterinary care, vehicle maintenance, and important contracts to ensure everything was kept up-to-date

San Francisco St. Bar & Grill, Santa Fe, NM

Restaurant Manager, September 2007-October 2010

- Managed all daily business functions such as accounts payable/accounts receivable, reconciling daily financials, creating employee schedules, scheduling and payroll
- Trained incoming staff in the procedures of the restaurant and importance of providing exceptional customer service
- Handled any complaints and listened to guests to ensure a better future experience