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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		**Graduate School**	
Did you Graduate High School	Yes	**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	[redacted]	**Created By**	[redacted]
			[redacted]

Notes & Attachments

CoverLetter DenverCommissions.docx

Type	**Attachment**
Last Modified	**Denver Integration**
Description	
	View file

KL Resume 2023.pdf

Type	**Attachment**
Last Modified	**Denver Integration**
Description	
	View file

IMG_2147.JPG

Type	**Attachment**
Last Modified	**Denver Integration**
Description	
	View file

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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 service9
- Handled any complaints and listened to guests to ensure a better future experience