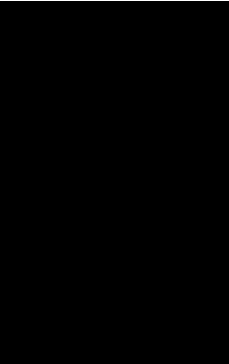
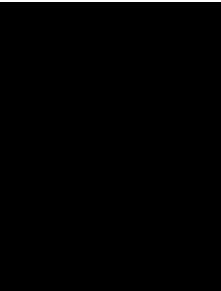
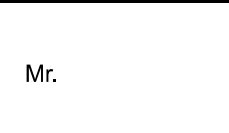
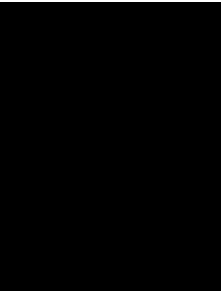
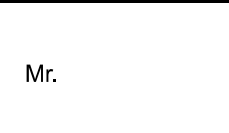
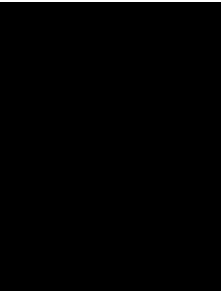
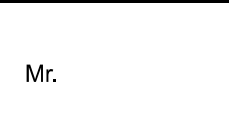
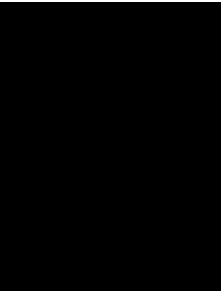
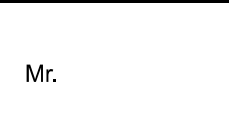
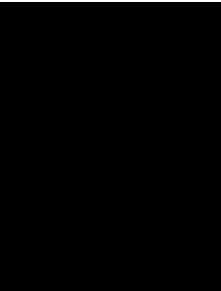
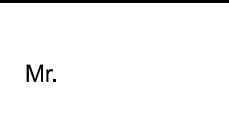
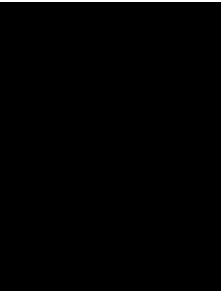
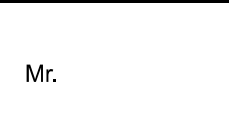
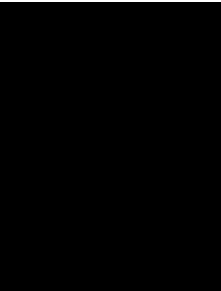
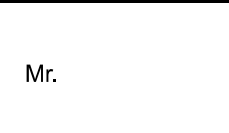




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## BAC-9193

### Contact Information

Contact Name	Kyle Lephart	Home Address	
Preferred Phone		Home City	
Preferred Email		Home State	
Other Phone		Home Zip	
Other Email		County	
DOB		Hispanic or Latino origin or Descent?	
Gender		Race/Ethnicity	
Other Gender		Other Ethnicity	
Title		Salutation	Mr.
		Pronouns	

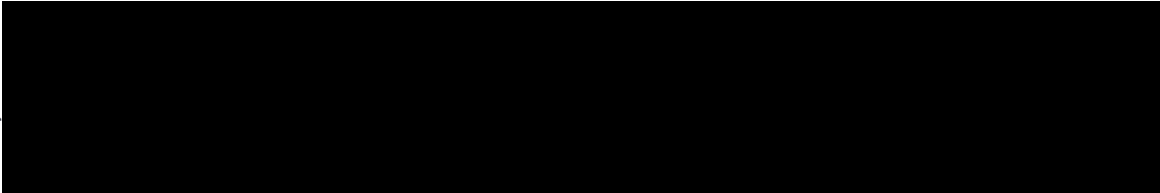
### Application

Status	Pending Confirmation	Council Resolution Number	
Notes			

### Board Information

Board Name	Denver Nonprofit Engagement Commission (DNEC)	Original Start Date	
		End Date	
		Other boards or commissions served	

### Work Information

Business	
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### Additional Information

#### 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 High school	4	# of Years Attended Graduate School	

Did you Graduate High School Yes

Did you Graduate

Graduate Major

Name of College Lake Forest College

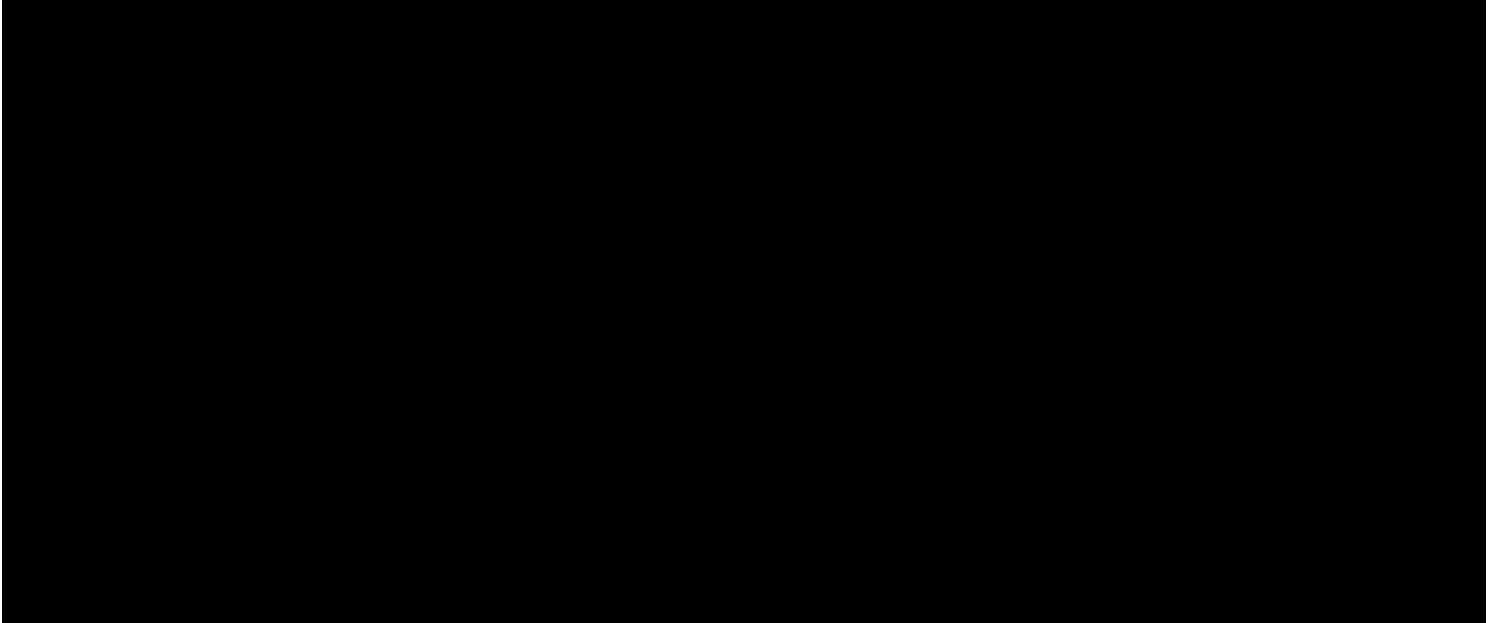
Location of College Lake Forest, IL

# of Years Attended College 4

Did you Graduate College Yes

Undergrad Major

### Reference Details



### Notes & Attachments

#### KL Resume 2024

Type **File**  
Last Modified **Fatimah Ben-Masaud**  
Description  
[Download](#)

#### IMG\_2147.JPG

Type **Attachment**  
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#### KL Resume 2023.pdf

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Last Modified **Denver Integration**  
Description  
[View file](#)

#### CoverLetter DenverCommissions.docx

Type **Attachment**  
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Description  
[View file](#)

### Files

#### KL Resume 2024

Last Modified **5/31/2024 10:57 AM**  
Created By **Fatimah Ben-Masaud**

### Applicants History

**12/5/2024 12:27 PM**

User **Fatimah Ben-Masaud**  
Action **Changed Status from In Progress to Pending Confirmation.**

12/20/2023 3:13 PM

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User **Denver Integration**

Action **Created.**

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# Kyle Lephart



## Education

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

## Volunteer Work & Memberships

- BolderBoulder 10K Water Station with Ignite Adaptive Ski Program
- 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
- 2019 Emerging Social Sector Leaders cohort
- 2022-23 NexGen Philanthropic Group at the Santa Fe Community Foundation
- Rotary Club of Aurora Member
- 2024 Rose Community Foundation Generation Now
- 2024-25 Guys Who Give- Denver

## 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
- 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, and CPR/First Aid certifications
- 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

December 20, 2023

Esther Lee Leach  
Senior Advisor, Community Partnerships  
Mayor's Office  
[REDACTED]

Dear Ms. Leach,

Please accept my application to join both the Nonprofit Engagement Commission and the Commission for People with Disabilities.

I believe both my experience and passion make me a great candidate for each of these groups. Over the last 15+ years, I have had the privilege to work in the nonprofit industry, specifically focused on helping people living with disabilities. I understand what it takes to run a successful nonprofit, including the benefits of forming partnerships, advocating for the needs of the agency and the population served, and garnering the support of the community. I've also volunteered with other nonprofits, which has allowed me to have an impact for other causes I believe in outside of my daily work. I believe that local nonprofits are vital to a healthy community because they are formed to address specific needs, often assisting governments by fulfilling missions that align with prioritized areas of concern. For this reason, I want to join the Nonprofit Engagement Commission.

My work with service dogs in both New Mexico and now here in Colorado, as Executive Director with Canine Partners of the Rockies, has expanded my awareness to some of the obstacles that still impact people living with a disability. I have a close family member that was born deaf, so I've learned of the struggles that she has faced getting accommodations and fair treatment in her own life. This is a topic that I'm passionate about and I hope to continue to be a champion in this field by joining the Commission for People with Disabilities.

Being a relatively new addition to the Denver area, I would be thrilled to join both of these Commissions to make an impact in my new home. I've worked with previous members of the Governor's Commission on Disability in New Mexico, so I know how valuable this work can be. Personally, it is also a great opportunity for me to learn more about the city of Denver and to meet people who have similar interests as I do.

Thank you for considering my application to join these two commissions. If you have any questions, please feel free to call me at [REDACTED]

Sincerely,  
Kyle Lephart