



Kyle McAllister

Deputy Director

Experienced in expanding community service reach by 43.6% through satellite intake sites and mobile outreach programs across underserved rural areas. Over 6 years of nonprofit program leadership, building teams of up to 34 staff, negotiating strategic partnerships with county agencies and regional nonprofits, and preparing annual budgets using Microsoft Excel and QuickBooks.

CONTACT INFORMATION

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KEY SKILLS

- QuickBooks
- Trello
- Microsoft Excel
- Contract Negotiation
- 501(c)(3) Compliance
- Budget Preparation
- Program Development
- Stakeholder Relations
- FLSA Regulations
- Staff Supervision

PROFESSIONAL EXPERIENCE

Deputy Director | Tongue River Community Action Network, Sheridan, WY
2023 - Present

- Built and led a staff team of 34 across 4 departments by restructuring reporting lines and adding 11 new positions over 18 months.
- Expanded community service reach by 43.6% by launching 3 satellite intake sites in underserved rural areas, adding 1,740 households to program rolls within the first year.
- Negotiated 7 strategic partnerships with county agencies and regional nonprofits, securing shared resource agreements that extended programming into 5 new counties.
- Prepared annual program budgets for board approval, coordinating line-item forecasts from 4 department heads using Microsoft Excel and QuickBooks.

Program Manager | Piney Creek Family Services, Buffalo, WY
2021 - 2023

- Directed a team of 18 staff members delivering family support and workforce readiness programs across 3 service areas.
- Established 4 strategic partnerships with state workforce agencies, expanding referral pipelines and increasing community reach from 820 to 1,310 households served per quarter.
- Coordinated pricing and distribution schedules with 6 contracted suppliers, reducing delivery lead times from 14 days to 8 days.
- Tracked project milestones and task assignments in Trello, maintaining documentation for 501(c)(3) compliance reviews.

Program Coordinator | Bighorn Basin Outreach Collaborative, Worland, WY
2020 - 2021

- Supervised a team of 9 staff and coordinated weekly service delivery across 2 program sites serving 640 participants annually.
- Grew community reach by 36.1% by co-designing a mobile outreach initiative with 2 local partner organizations.
- Drafted and submitted contract proposals to 3 state agencies, securing \$274,800 in annual program funding across 2 fiscal cycles.

EDUCATION

AA in Political Science

Northwest College, Powell, WY | 2016 - 2020