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**Kate Anderson**

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**Professional Profile**

Nearly thirty years experience in organization development and management with extended experience in managing special projects, including the following areas:

- Consensus/Coalition Building
- Data Collection and Analysis
- Program Design
- Financial Planning
- Management Systems
- Personnel Management

- Marketing and Public Relations
- Strategic Planning
- Performance Evaluation & Management
- Conflict Resolution
- Needs Assessment

**Professional Experience**

***Jennifer Brunner Committee, Columbus, OH***

June, 2002 – November, 2005

**Campaign Manager**

Achievements:

- Candidate was successfully elected to the office of Ohio Secretary of State
- Re-structured the campaign committee and brought in qualified staff in key campaign positions
- Coordinated the candidate and opposition research and developed successful defensive and offensive strategies for the campaign
- Developed working relationships with national organizations to secure support for the candidate, including the DNC, Emily's List, Women's Campaign Forum, 21<sup>st</sup> Century Democrats, and Democracy for America.

Responsibilities:

- Managed the campaign on a daily basis to ensure the campaign staff stayed focused on the goal of electing the candidate
- Managed the campaign budget to ensure the revenues were available for the necessary expenses, particularly the required media buys
- Managed the campaign on a daily basis to ensure the campaign staff stayed focused on the goal of electing the candidate

***Stonewall Columbus, Inc. and Stonewall Community Action Network, Columbus, OH***

March, 2002 – March, 2005

**Executive Director**

Achievements:

- Re-structured the organization bringing it into a positive cash flow in nine months
- Provided the vision and resources for the organization to purchase prime commercial real estate
- Increased the political visibility of the GLBT community and its needs
- Built strong community coalitions to promote diversity acceptance

Responsibilities:

- Oversight of the programs/services offered at the community center
- Hands-on management of the organization's operations and tenant relations
- Managed all financial systems to ensure financial stability of the organization
- Continued outreach with various organizations and community leaders to improve community relations
- Determined the feasibility of purchasing leased property and finalized the purchase of the real estate
- Assess and manage all staff and their responsibilities to ensure the highest standard of service delivery to the community

***Franklin County Clerk of Courts, Columbus, OH***

Jan., 2001 – Oct., 2005

**Chief of Staff**

Achievements:

- Managed the transition into a hostile work environment
- Re-structured personnel assignments to improve the office's productivity through improved efficiencies
- Supported the elected Clerk of Courts with all relevant and current information and provided sound advice on issues
- Created the support networks for the Clerk's office vision of stronger public service and support with financial integrity

Responsibilities:

- Provided oversight of personnel management of 300+ managers and employees
- Evaluated and re-designed document management systems for greater efficiency
- Provided oversight of financial planning and budget oversight for the office
- Managed the delivery of service to two diverse clients of the Clerks office from the Legal Division's attorneys and judges to the Auto Title Division of auto dealers
- Provided oversight of services to the general public to ensure the public's needs were served properly, legally and efficiently

***Anderson-Garrity Management & Planning, Inc., Richmond, VA/Raleigh, NC***

March, 1995 – March, 1997

**President**

Achievements:

- Created a new start-up consulting firm in transportation management and planning projects
- Secured \$1.3 million in consulting contracts in the first nine months
- Successfully managed consulting projects with state and local governments to develop new solutions to various transportation issues and problems

Responsibilities:

- Created infrastructure of a new start business with offices in two states
- Developed and managed the financial management and reporting system
- Developed and managed personnel management system
- Prepared and submitted all reporting requirements and applications to the federal and state governments relating to the DBE/WBE status of the company
- Prepared and presented bids to potential clients

## ***AASHTO Multi-State Technical Assistance Project (MTAP), Washington, D.C.***

Jan., 1991 – Oct., 1997

### **National Technical Assistance Coordinator**

#### Achievements:

- Increased the coalition of state members from 16 to 48 states in three years
- Positioned the organization to be a partner with the federal government in writing regulations for the transit industry
- Effectively communicated with the USDOT on regulatory issues affecting the states' management of federally funded transit programs
- Built coalitions with other national transportation organizations, such as APTA and CTAA to increase government and community support for public transportation
- Built a strong and cooperative relationship between MTAP and its parent organization AASHTO
- Developed a 48 hr. quick response system of peer review and input regarding states' challenges prior to email.

#### Responsibilities:

- Conducted on-site visits with 16 state transit offices a year to provide technical assistance and build/maintain a strong peer-to-peer network
- Provided technical assistance to state transit agencies on all matters relating to the management of federally funded transit programs, i.e., storm water discharge regulations to negotiations on the ADA regulations.
- Maintained a relevant and timely information exchange which improve the efficiency and effectiveness of the states' management of all transit programs
- Organized and conducted one national conference and six regional conference each year to facilitate networking among peers and the exchange of relevant information, particularly federal regulations
- Maintained a strong relationship with members of the Federal Transit Administration on regulations and program implementation
- Built strong relationships with other national transit related organizations and work cooperatively to improve funding for transit on a national and statewide basis

## ***Virginia Dept. of Transportation, Rail & Public Transportation Division, Richmond, VA***

Sept., 1985 – Jan., 1991

### **Senior Transportation Planning Engineer**

#### Achievements:

- Designed and managed a new transit technical assistance section with the primary responsibility of conducting annual performance evaluations on all Virginia transit systems and preparing a 300+ page report to the Virginia General Assembly
- Designed and implemented a financial management and tracking system for 400+ federal and state transit grants totaling \$7.4 million dollars
- Served as grants manager for various state and federal grant programs

#### Responsibilities:

- Provide accurate and current financial accounting of \$7.4 million in state and federal grants
- Standardized all grant management processes for all grant programs
- Worked effectively with federal and local counterparts to ensure the proper use and accountability of state and federal grant funds
- Provided technical assistance to local transit agencies directly or through developing statewide training and information systems

- Conducted public meetings and presented information at statewide and national conferences

***Kerr Area Transportation Authority - KARTS, Henderson, NC***

Sept., 1984 – Sept., 1985

**Director**

- Implemented the first public transportation system in a five county area using a new concept of regional consolidation
- Developed all management systems, including operations, administration and public relations
- Negotiated labor, vehicle and service contracts with 36 human service agencies to form a new regional consolidated transportation system
- Worked effectively with five county Board of Supervisors, regional planning office and state transit agency

Responsibilities:

- Managed the operation and administration first hand of a 48 vehicle transit system operating in seven counties
- Managed all personnel
- Negotiated and managed all contracts for funding, service and equipment
- Wrote various funding grants
- Provided relevant and current information to the public on the status of the new regional transit system (still in operation today)

***Kerr-Tar Regional Council of Governments, Henderson, NC***

Sept., 1983 – Sept., 1984

**Regional Transportation Planner**

Achievements:

- Designed a consolidated regional transportation authority and public transit system for a five-county area
- Wrote and obtained federal, state and local grants to support the new transit system
- Built a strong coalition of elected officials and human service agency directors and obtained a consensus among them to support an experimental approach to providing a much needed transit system

Responsibilities:

- Conducted a thorough transportation needs assessment of a five county region
- Designed a transit system to meet the needs of human service agency clients and the general public riders
- Built a consensus of the five county Board of Supervisors, 36 human service agencies and state DOT officials for a regional transit system
- Secured local, state and federal grants for the start-up cost and implementation of the new transit system

***Town of Franklinton Senior Center, Franklinton, NC***

June, 1980 – Sept., 1983

**Director**

Achievements:

- Completed renovation project adding 1000 sq. ft. to the senior center, complete with upgrades throughout the center
- Raised funds needed for the renovation through a capital campaign drive
- Secured county, state and federal funds for the first time since the center inception

- Developed and implemented relevant programs and services for elderly clients

Responsibilities:

- Managed the operation and administration of the senior center and its programs and services
- Secured continued funding for the senior center
- Provided all local, state and federal reports
- Managed personnel and volunteers

***City of Martinsville Senior Center, Martinsville, VA***

Sept., 1977 – April, 1979

**Director**

Achievements:

- Completed the building renovation project and opened the city's first senior center
- Created and implemented new programs and services for the city's senior citizens
- Worked with local medical society to establish a new concept of a free, monthly clinic for senior citizens to ensure all seniors received proper medical care

Responsibilities:

- Managed the operation and administration of the senior center and its programs and services
- Secured continued funding for the senior center
- Provided all local, state and federal reports
- Managed personnel and volunteers

**Education**

Virginia Polytechnic Institute & State University, B.S. in Sociology,  
Specialty in Social Gerontology, May, 1977

North Carolina State University, Work on a Masters in Public Administration,  
Spring, 1981

Virginia Commonwealth University, Work on a Masters in Public Administration,  
Fall, 1986

Virginia Supreme Court, Certification in General, Multi-Party and Family Mediation,  
Richmond, VA, March, 1999

Victory Fund Leadership and Candidate Training, 2004

National Weather Service, Certification in Storm Spotting, 2006

**Other Related Experience**

City of Columbus, 21<sup>st</sup> Century Growth Task Force, Intergovernmental Relations – Mayor's appointment

Central Ohio Transit Authority, Columbus Board Member – Mayor's appointment

Downtown Streetcar Project Working Group, Co-Chair – Mayor's appointment

North Central Mental Health, Board Member

ODP Executive Committee, member

Kerry-Edwards Campaign, National GLBT Co-Chair

Victory Fund Campaign Training Program, Trainee

ODP Think Tank, member (GLBT representative) – facilitated by First Lady France Strickland, 2006