

**Karla R. Rothan**  
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## Summary

Dynamic, creative team player with strong communication and management skills.

## Work Experience

2006 – Present

Stonewall Columbus, Inc. Columbus, Ohio

### Executive Director

- *Program and Event Management*  
Produces the Pride event - have produced this event since 1998 and have expanded the event each year, increasing from a participation of 30,000 people in 1998 to a record 110,000 people in 2007.  
Develops and implements strategies for Stonewall's vision and mission. Oversees and evaluates program development to meet client needs. Ensures compliance with funding guidelines
- *Fundraising and Development*  
Collaborates with staff and board to devise and realize fundraising plans and seeks new and diversified sources of income through grants, contacts, individual gifts, corporate sponsorships, etc. Develops ties with community, business, agencies, corporations and other funders to expand the development base of Stonewall Columbus
- *Outreach*  
Serves as effective spokesperson and liaison for Stonewall among its clients, supporters, LGBT community, other LGBT organizations and community at large to build relationships. Represents Stonewall at the national, state and local levels  
Maintains professional affiliations to enhance development, agency expertise and community visibility
- *Human Resource Management*  
Manages all human resource functions, including the maintenance of personnel policies and procedures, office policies and procedures, new hire reporting, job descriptions, evaluation protocols and evaluation forms. Oversees the recruitment, hiring, development, termination and evaluation of employees  
Ensures compliance with all agency and regulatory policies for staff, volunteers, contracted consultants, volunteers and workers with umbrella organizations
- *Financial Management*  
Assures adequate control and accounting of funds, including developing and maintaining sound financial practices. Works with the board and staff to prepare budgets and assure agency functions within its financial guidelines and limitations  
Assures maintenance of official records and documents and compliance with federal, state and local regulations and reporting requirements. Assures funds are dispersed according to contract, grant and donor requirements and designations
- *Governance and Leadership*  
Provides complete, effective and timely information to the board to help members make informed decisions. Functions within regulations set by Stonewall bylaws. Works with the Board to develop and implement strategic initiatives

1998 – 2005

Central Ohio Area Agency on Aging Columbus, Ohio

**Public Relations Coordinator**

- Designed all printed materials including newsletters, brochures, postcards, letterhead, advertisements; edited video and created commercials
- Responsible for all media relations, including press releases, public service announcements and advertisements; Assisted in coordination events for the Community Services Division of the agency
- Reviewed all bids related to public relations for the City of Columbus
- Worked with the Director to develop and implement a marketing plan for the organization

1995 – 1998

Wexner Center for the Arts Columbus, Ohio

**Manager of Visitor Services**

- Supervised, trained volunteers and staff
- Maintained database and patron record information
- Participated in Wexner Center marketing team
- Developed strategies for community outreach
- Developed a customer service plan for the Wexner Center
- Conducted workshops in customer service for the center
- Responsible for patron correspondence
- Developed employee evaluation criteria

**Professional Associations and Recognition**

- Human Rights Campaign Equality Award Recipient - 2007
- Panelist for the Kirwin Institute Diversity Conference 2007
- City of Columbus 2012 Commission Chair of the Diverse People Focus Group
- Member of the National Association of LGBT Community Centers
- Board Secretary of the Community Shares of Mid Ohio
- Stonewall Columbus President's Award – 2003

**Education**

- Completion of the Social Enterprise Excellence: Program for Non-Profit Managers from The Ohio State University Fisher College of Business
- BFA in Theatre from The Ohio State University – 1986