

Heather Scott

Windsor, CO

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Authorized to work in the US for any employer

WORK EXPERIENCE

Accounting Coordinator

Community Foundation of Northern Colorado and Community Foundation Trust - Fort Collins, CO - 2011-06 - Present

- Gift processor of \$10 million annually and managed the gift receipting and recognition process.
- Processed accounts payable for Foundation operations as well as countless other initiative and special funds.
- Assisted donors with fund questions, grants, gifts and other inquiries.

Donor Relations Fund Coordinator

Kansas State University Foundation - Manhattan, KS - 2010-02 - 2011-05

- Performed an annual audit on behalf of donors of all privately supported funds to monitor use of monies.
- Managed and facilitated the scholarship awarding process of all Kansas State University Scholarships (over 2,000 funds).
- Member of the Memo of Understanding (MOU) Review Committee that edited and approved all expendable and endowed gift agreements to Kansas State University.
- Managed the entry of new funds into our donor database and onto the K-State Foundation website for online giving.
- Assisted three Development Officers by coordinating their schedules, travel planning, identifying key donor prospects, and assisting with management of their donor portfolios.
- Managed the donor acknowledgment process for the College of Arts and Sciences (CAS).
- Coordinated the CAS Dean's Advisory Council semi-annual meetings and other special projects and events as assigned.

EDUCATION

B.S. Business Administration in Marketing

K-State - Manhattan, KS

2003-08 - 2007-05