



## STEPHANIE HIGGINS

Executive Assistant  
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[VCARD](#) | [LINKEDIN](#)

Stephanie is the Executive Assistant to co-managing partners and co-founders Keith Middleton and Rich Reinecke. Moving back into a corporate environment after working in non-profit development, Stephanie's understanding of the importance of personal relationships gives the Fahrenheit team an opportunity to focus on collaboration while moving forward to help clients meet their full potential.

Stephanie began her career in higher education and comes to Fahrenheit with years of experience in building infrastructure, establishing fundraising for programs, researching and writing grant proposals, establishing and maintaining relationships with funders, and fulfilling reporting requirements.

### FUNCTION & SPECIALIZATION

- Establishing infrastructure & processes
- Establishing fundraising
- Researching & writing grants
- Reporting
- Event planning
- Creating employee recognition programs
- IT support

### REPRESENTATIVE CLIENTS & PAST EXPERIENCES

- The Episcopal Diocese of Virginia
- Capital One
- University of Richmond

### EDUCATION, LICENSES & CERTIFICATIONS

- M.S., Organizational Development and Knowledge Management, George Mason University
- B.A., Political Science, Women's Studies, University of Richmond

### PROFESSIONAL ASSOCIATIONS & COMMUNITY ORGANIZATIONS

- Association of Fundraising Professionals of Central Virginia