**Business Systems**

**Responsibilities**

Assist with updating and maintaining The Raiser Edge (RE) database

* Entry and import of donations
* Use of clean up processes to maintain data integrity
* Update existing constituents and add new constituents as needed

Potential projects:

* Assist with evaluating ways to integrate with other museums systems
* Reconciling data integrity with other departments
* Gift reconciliation with Accounting’s Financial Edge

**Skills and qualifications required including technology skills**

* Basic Skills in Microsoft Excel
* Attention to detail and accuracy
* Ability to multitask as well as work independently
* Able to quickly learn and follow detailed and nuanced instruction

**Type of training to be provided**

* Learn to update and add constituents to Raiser’s Edge
  + Enter gifts through batches
* Learn how to merge constituents using both Raiser’s Edge and Siriusware

**Outcomes**

* The basics of Raiser’s Edge as well as some more advances skills like query and export building
* Gain knowledge about the Membership base at the Whitney along with all of the outside sources that help process the large base the we have, i.e. Lockbox, Siriusware, Telefunding, etc.
* Gain knowledge about the reconciliation process that happens between Accounting and Business Systems.