

Department: Business Systems

Responsibilities:

- Assist with updating and maintaining The Raiser's Edge (RE) database
 - o Entry and import of donations
 - o Use of clean up processes to maintain data integrity
 - o Update existing constituents and add new constituents as needed

- Potential projects:
 - o Assist with evaluating ways to integrate with other museum systems
 - o Reconciling data integrity with other departments
 - o Gift reconciliation with Accounting's Financial Edge

- **Skills and qualifications required including technology skills: (3-5 bullet points)**
 - 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

- **What type of training will be provided? (3-5 bullet points)**
 - How to update and add constituents to the program Raiser's Edge
 - How to enter gifts through batches
 - How to merge constituents using both Raiser's Edge and Siriusware

- **What skills and knowledge will the intern gain by the end of the program? (3-5 bullet points)**
 - The basics of Raiser's Edge as well as some more advanced skills like query and export building
 - The intern will gain knowledge about the Membership base at the Whitney along with all of the outside sources that help process the large base that we have, i.e. Lockbox, SiriusWare, Telefunding, etc.
 - The intern will also gain knowledge in the reconciliation process that happens between Accounting and Business Systems.