

Blackbaud University Curriculum for Blackbaud Award Management™

To view all Blackbaud Award Management **Learning Paths** [click here](#).

Wondering which courses are best for your job role?



- [Click here to explore recommended Learning Paths based on your job role](#)
- [Click here to explore Job Role descriptions](#)

Training Opportunities for *Learn More* Subscriptions

	Virtual Instructor-Led	eLearning
<ul style="list-style-type: none"> • In each LEARNING PATH, courses are listed in the order they should be taken • All courses are 3 hours (180 minutes) unless indicated otherwise 		
LEARNING PATH: Fundamentals ← Click HEADERS TO VIEW LEARNING PATHS		
Fundamentals - System Overview <i>90-Minute Course</i>	•	
Fundamentals - Awarding <i>90-Minute Course</i>	•	
LEARNING PATH: System Build		
Questions and Qualifications	•	
Portfolio Management <i>90-Minute Course</i>	•	
Managing Reviews	•	
Renewals	•	
LEARNING PATH: Stewardship		
Stewardship	•	
LEARNING PATH: System Administration		
System Administration	•	

CERTIFICATION

- Take the [Blackbaud Award Management Fundamentals Exam](#) and get Blackbaud Certified®

eLEARNING BASICS

- View the Blackbaud Award Management [Basics Learning Path](#)

ORGANIZATIONAL BEST PRACTICES

- Build your business acumen and social good expertise with these non-product-specific courses
- View the [Organizational Best Practices Learning Path](#)

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Additional Training Opportunities

for *Learn Everything* Subscriptions

Courses that Support Microsoft Product Use

These instructor-led, hands-on courses support Microsoft Excel and Word. Boost your organization's productivity with targeted hands-on learning.

LEARNING PATH: [Microsoft Product Training](#)



Courses that Support
Microsoft Products

North Star Sessions

Get expert guidance from leaders in the social good sector. These insightful and instructive video sessions are available on-demand, 24/7.

LEARNING PATH: [North Star Sessions](#)



North Star Sessions

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Role-Based Learning Paths

Use the **Learning Paths** table below to help you determine which courses to take.

Learning Paths are listed in recommended order, beginning with *Fundamentals*.

Each Learning Path identifies one or more occupational job roles for which training is recommended. To confirm which occupational roles match your job description, refer to the **Job Role Descriptions** information that appears below the **Learning Paths** table.

Learning Paths

Click on a Learning Path below to view the associated courses	OCCUPATIONAL JOB ROLE		
	System Administrator	Opportunity Administrator	Stewardship Administrator
Fundamentals	✓	✓	✓
System Build	✓	✓	
Stewardship	✓		✓
System Administration	✓		

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Job Role Descriptions

System Administrator

- Maintains the database, including system configuration and global processes
- Ensures database integrity and efficiency

Opportunity Administrator

- Creates and manages portfolios, opportunities, and applications
- Builds and administers review committees
- Makes award offers to students

Stewardship Administrator

- Creates and manages donor profiles and contacts
- Edits and publishes fund snapshots, recipients, and disbursements
- Sends out updates and reports to donor contacts

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Updated 01/06/2023