

Blackbaud University Curriculum for Raiser's Edge®

To view all Raiser's Edge **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](#)



Need to complete your *Fundamentals* training and get **Blackbaud Certified®** in a day or two? [Check out our online Accelerator Pack events!](#)

Training Opportunities for *Learn More* Subscriptions

<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 	Virtual Instructor-Led	eLearning
LEARNING PATH: Fundamentals ← Click HEADERS TO VIEW LEARNING PATHS		
Fundamentals - Constituents	●	
Fundamentals - Gifts	●	
Fundamentals - Query	●	
Fundamentals - Data Analysis and Extraction	●	
LEARNING PATH: Communications		
Essential Mail	●	
LEARNING PATH: Fundraising		
Gift Updates <i>90-Minute Course</i>	●	
Pledges and Recurring Gifts <i>90-Minute Course</i>	●	
Maintaining Accurate Constituent Records	●	
Batch	●	
Creating a Strategy for Campaigns, Funds, and Appeals	●	
Best Practices - Developing Donor Personas <i>90-Minute Course</i>	●	
Tribute <i>90-Minute Course</i>	●	
Planned Giving <i>90-Minute Course</i>	●	
LEARNING PATH: Data Analysis		
Complex Query	●	
Advanced Query - Guided Practice <i>90-Minute Course</i>	●	
Advanced Exports	●	
Actionable Reporting	●	

<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 	Virtual Instructor-Led	eLearning
LEARNING PATH: Database Administration		
Raiser's Edge NXT Best Practices: Policies and Procedures - Constituents <i>90-Minute Course</i>	●	
Raiser's Edge NXT Best Practices: Policies and Procedures - Gifts <i>90-Minute Course</i>	●	
Database Configuration	●	
Effective Database Administration	●	
Import	●	
Database Cleanup <i>90-Minute Course</i>	●	
Preparing for Year-End	●	
LEARNING PATH: Events		
Managing Your Events	●	
LEARNING PATH: Membership and Volunteers		
Membership <i>90-Minute Course</i>	●	
Volunteer Management <i>90-Minute Course</i>	●	
LEARNING PATH: Blackbaud Merchant Services		
Blackbaud Merchant Services: Basics of the Web Portal		●
Integration: Basics of Processing Payments with Blackbaud Merchant Services		●
LEARNING PATH: Target Analytics		
Target Analytics: Basics of Modeling		●
Target Analytics: Basics of Affluence Insight		●
Target Analytics: Basics of Advanced Direct Marketing Analytics		●
LEARNING PATH: Integration		
Integration: Basics of Financial Edge Integrations		●
Integration: Basics of Raiser's Edge Integrations		●

CERTIFICATION

- Take the [Raiser's Edge Fundamentals Exam](#) and get **Blackbaud Certified**®
- Take the [Raiser's Edge NXT Fundamentals Exam](#) and get **Blackbaud Certified**®
- Take the [Raiser's Edge NXT Professional Exam](#) and get **Blackbaud Certified**®

eLEARNING BASICS

- View the Raiser's Edge [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](#)

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](#)



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](#)



Accelerator Pack Events

LEARNING PATH: [Accelerator Pack Events](#)

2-Day Online Virtual Event		
	Day 1	Day 2
	Raiser's Edge NXT: Fundamentals - Accelerator Pack	
A.M.	Fundamentals: Overview and Work Center / Raiser's Edge NXT Fundamentals: Constituents / Raiser's Edge	Fundamentals: Lists / Raiser's Edge NXT Fundamentals: Query / Raiser's Edge
P.M.	Fundamentals: Gift Management / Raiser's Edge NXT Fundamentals: Gifts / Raiser's Edge	Fundamentals: Dashboards / Raiser's Edge NXT Fundamentals: Data Analysis and Extraction / Raiser's Edge

1-Day Online Virtual Event		
Raiser's Edge NXT: Fundamentals - Web View Accelerator Pack		
	Fundamentals: Overview / Raiser's Edge NXT	Fundamentals: Work Center / Raiser's Edge NXT
	Fundamentals: Gift Management / Raiser's Edge NXT	Fundamentals: Lists and Dashboards / Raiser's Edge NXT

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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							
	Communications	DBA	Data Entry	Events	Executive	Fundraiser	Membership	Volunteer
Fundamentals	✓	✓	✓	✓	✓	✓	✓	✓
Communications	✓	✓	✓					
Fundraising	✓	✓	✓			✓		
Data Analysis	✓	✓		✓	✓	✓	✓	✓
Database Administration		✓						
Events				✓				
Membership and Volunteers							✓	✓
Blackbaud Merchant Services		✓						
Integration		✓						

[Job Role Descriptions](#) ▾ *next page* | [Return to p. 1](#)

Job Role Descriptions

Communications

- Develops and implements a communications plan
- Produces appeals, gift receipts, donor acknowledgement letters, annual reports, and other communications

DBA / Database Administration

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

Data Entry

- Enters constituent and gift records into the database
- Maintains biographical updates on constituents

Events

- Plans event schedules
- Maintains event and participant records
- Coordinates event logistics and publicity

Executive

- Provides leadership in core areas, such as strategy and program delivery, to enable long-term vision achievement

Fundraiser

- Researches and builds relationships with prospects
- Maintains and develops prospect and donor relations with the goal of increased giving and retention

Membership

- Plans and implements membership programs
- Recruits members and maintains membership records

Volunteer

- Recruits, trains, and builds relationships with volunteers
- Maintains volunteer opportunities and volunteer records

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