

Blackbaud University Curriculum for Blackbaud Raiser's Edge NXT[®]

To view all Raiser's Edge NXT **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 90 minutes unless indicated otherwise 	Virtual Instructor-Led	eLearning
LEARNING PATH: FUNDAMENTALS (WEB VIEW) ← CLICK HEADERS TO VIEW LEARNING PATHS		
Fundamentals: Overview and Work Center	●	●
Fundamentals: Gift Management	●	●
Fundamentals: Lists	●	●
Fundamentals: Dashboards	●	●
LEARNING PATH: FUNDAMENTALS (DATABASE VIEW)		
Raiser's Edge: Fundamentals - Constituents <i>3-Hour Course</i>	●	
Raiser's Edge: Fundamentals - Gifts <i>3-Hour Course</i>	●	
Raiser's Edge: Fundamentals - Query <i>3-Hour Course</i>	●	
Raiser's Edge: Fundamentals - Data Analysis and Extraction <i>3-Hour Course</i>	●	
LEARNING PATH: COMMUNICATIONS		
Email	●	
Gift Receipting and Statements	●	
Implementing an Email Welcome Series Prerequisite: <i>Workflows</i>	●	
Raiser's Edge: Essential Mail <i>3-Hour Course</i>	●	
LEARNING PATH: FUNDRAISING		
Web View for Database View Experts	●	
Online Donation Forms	●	
Gift Batch and Automated Recurring Gifts	●	
Raiser's Edge: Gift Updates	●	

- In each **LEARNING PATH**, courses are listed in the order they should be taken
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**Virtual
Instructor-Led**
eLearning
LEARNING PATH: FUNDRAISING (continued)

Raiser's Edge: Pledges and Recurring Gifts	•	
Raiser's Edge: Maintaining Accurate Constituent Records <i>3-Hour Course</i>	•	
Raiser's Edge: Batch <i>3-Hour Course</i>	•	
Constituent Updates	•	
Raiser's Edge: Creating a Strategy for Campaigns, Funds, and Appeals <i>3-Hour Course</i>	•	
Workflows	•	
Prospect Management	•	
Actions	•	
Raiser's Edge: Tribute	•	
Raiser's Edge: Planned Giving	•	
Raiser's Edge Best Practices: Developing Donor Personas	•	
Raiser's Edge NXT Best Practices: Giving Days <i>3-Hour Course</i>	•	
Selecting the Right Tool	•	
Raiser's Edge NXT Best Practices: Moves Management	•	
Raiser's Edge NXT Best Practices: Donor Retention	•	

LEARNING PATH: DATA ANALYSIS

Insight Designer <i>3-Hour Course</i>	•	
Raiser's Edge: Complex Query <i>3-Hour Course</i>	•	
Raiser's Edge: Advanced Query - Guided Practice Prerequisite: <i>Complex Query</i>	•	
Raiser's Edge: Advanced Exports <i>3-Hour Course</i>	•	
Raiser's Edge: Actionable Reporting <i>3-Hour Course</i>	•	

LEARNING PATH: DATABASE ADMINISTRATION

Database Health and Administration	•	
Raiser's Edge: Database Configuration <i>3-Hour Course</i>	•	
Raiser's Edge NXT Best Practices: Policies and Procedures - Constituents	•	
Raiser's Edge NXT Best Practices: Policies and Procedures - Gifts	•	
Raiser's Edge: Effective Database Administration <i>3-Hour Course</i>	•	
Raiser's Edge: Import <i>3-Hour Course</i>	•	
Raiser's Edge: Database Cleanup Prerequisite: <i>Import</i>	•	
Raiser's Edge: Preparing for Year-End <i>3-Hour Course</i>	•	
Raiser's Edge NXT Best Practices: Tips and Tricks	•	

- In each **LEARNING PATH**, courses are listed in the order they should be taken
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**Virtual
Instructor-Led**
eLearning

LEARNING PATH: EVENTS

Events

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Event Registration Forms

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 Raiser's Edge: Managing Your Events *3-Hour Course*

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LEARNING PATH: MEMBERSHIP AND VOLUNTEER

Raiser's Edge: Membership

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Raiser's Edge: Volunteer Management

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LEARNING PATH: BLACKBAUD MERCHANT SERVICES

Blackbaud Merchant Services: Basics of the Web Portal

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Integration: Basics of Processing Payments with Blackbaud Merchant Services

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LEARNING PATH: TARGET ANALYTICS

Target Analytics: Basics of Modeling

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Target Analytics: Basics of Affluence Insight

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Target Analytics: Basics of Advanced Direct Marketing Analytics

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LEARNING PATH: INTEGRATION

Integration: Basics of Financial Edge Integrations

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Integration: Basics of Raiser's Edge Integrations

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Integration: Basics of JustGiving Integration

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Integration: Basics of ResearchPoint Integration

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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 NXT *Basics* Learning Path](#)
- 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](#)

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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](#)



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 Fundamentals: Constituents / Raiser's Edge	Fundamentals: Lists Fundamentals: Query / Raiser's Edge
P.M.	Fundamentals: Gift Management Fundamentals: Gifts / Raiser's Edge	Fundamentals: Dashboards Fundamentals: Data Analysis and Extraction / Raiser's Edge

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

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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 Volunteer							✓	✓
Blackbaud Merchant Services		✓						
Target Analytics		✓	✓	✓	✓	✓		
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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Updated 01/02/2023