

Blackbaud University Curriculum for Blackbaud Grantmaking™

To view all Blackbaud Grantmaking **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

| <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 ← Click HEADERS TO VIEW LEARNING PATHS | | |
| Fundamentals - Getting Started | ● | |
| Fundamentals - Requests | ● | |
| Fundamentals - Requirements and Payments | ● | |
| Fundamentals - Documents and Correspondence | ● | |
| LEARNING PATH: Data Analysis | | |
| Search and Workspace | ● | |
| Reports | ● | |
| LEARNING PATH: System Management | | |
| Tailoring Your Database with Blueprint <i>3-Hour Course</i> | ● | |
| Creating Correspondence Templates | ● | |
| Classifications and System Administration | ● | |
| Reviewers and the Reviewer Portal <i>3-Hour Course</i> | ● | |
| LEARNING PATH: Online Applications | | |
| Forms Manager and Account Designer | ● | |
| Eligibility Quizzes and Applications | ● | |
| Processing Applications <i>3-Hour Course</i> | ● | |

CERTIFICATION

- Take the online [Blackbaud Grantmaking Fundamentals Exam](#) and get Blackbaud Certified®

eLEARNING BASICS

- View the Blackbaud Grantmaking [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](#)



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.

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Learning Paths

| Click on a Learning Path below to view the associated courses | OCCUPATIONAL JOB ROLE | | |
|--|-----------------------|----------------|---------------|
| | System Administrator | Grants Manager | Program Staff |
| Fundamentals | ✓ | ✓ | ✓ |
| Data Analysis | ✓ | ✓ | |
| System Management | ✓ | ✓ | |
| Online Applications | | ✓ | |

Job Role Descriptions

System Administrator

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

Grants Manager

- Processes proposals and tracks follow-up tasks
- Manages online application functionality

Program Staff

- Enters and maintains records in the database
- Manages external grantee communication

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