











Blackbaud University Curriculum for GIFTS Online®

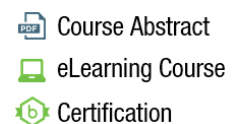
To learn more about Blackbaud University's *Learn More* and *Learn Everything* training subscription tiers [click here](#).

To view a course description or register for a class, click a course title in the listing below.

Courses are listed in each of the topic areas in the order they should be taken. Instructor-led trainings will provide an in-depth, hands-on experience.

This curriculum includes opportunities to earn continuing education credits for [CPE](#).

	Learn Basics	Learn More	Learn Everything
Fundamentals			
 GIFTS Online: Basics of GIFTS Online	●	●	●
 GIFTS Online: Fundamentals—Entering Data		●	●
 GIFTS Online: Fundamentals—Searching 1		●	●
 GIFTS Online: Fundamentals—Processing Proposals		●	●
 GIFTS Online: Fundamentals—Data Analysis 1		●	●
 GIFTS Online: Fundamentals (2-Day Regional)			●
Administration			
 GIFTS Online: System Administration		●	●
 GIFTS Online: Database Cleanup		●	●
Online Applications			
 GIFTS Online: Processing Online Applications		●	●
 GIFTS Online: Designing Effective Online Forms		●	●
Searching and Data Analysis			
 GIFTS Online: Searching and Data Analysis 2		●	●



Nonprofit Workshops



Blackbaud University *Nonprofit Workshop* courses are not product specific, and do not cover specific technology solutions. Instead, these interactive workshops explore strategies, inspire conversation, and help you apply industry best practices at your nonprofit organization.

Note: While these courses are geared toward nonprofit organizations, all Blackbaud customers are welcome to attend, including corporations and foundations.

	Learn More	Learn Everything
Fundraising		
 Nonprofit Workshop: Fundraising		●
 Nonprofit Workshop: Effective Case Statements		●
 Nonprofit Workshop: Peer-to-Peer Fundraising		●
 Nonprofit Workshop: Sustainer Giving		●
 Nonprofit Workshop: Major Giving		●
 Nonprofit Workshop: Grantseeking		●
 Nonprofit Workshop: Grant Writing and Stewardship		●
 Nonprofit Workshop: Creating a Fundraising Campaign		●
 Nonprofit Workshop: Six Steps to End-of-Year Success		●
 Nonprofit Fundraising Exam 2017		●
Marketing and Communications		
 Nonprofit Workshop: Marketing and Communications		●
 Nonprofit Workshop: Email Communications		●
 Nonprofit Workshop: Improving Your Website's Usability		●
 Nonprofit Workshop: Building a Social Media Playbook		●
Engaging Your Network		
 Nonprofit Workshop: Building Engagement		●
 Nonprofit Workshop: Leading Volunteers to Success		●
 Nonprofit Workshop: Event Management		●
 Nonprofit Workshop: Board Management		●
 Nonprofit Workshop: Membership Management		●
Operational Excellence		
 Nonprofit Workshop: Organizational Management		●
 Nonprofit Workshop: Data-Driven Fundraising		●
 Nonprofit Workshop: Nonprofit Accounting for Fundraisers		●
 Nonprofit Workshop: Managing Cash Flow		●



Note: Your *Learn Everything* training subscription provides you the opportunity to earn the industry expertise *Fundraising* certification and continuing education credits. There are no prerequisites for *Nonprofit Workshop* courses.

Regionals

	Day 1	Day 2
	GIFTS Online: Fundamentals	
Morning	GIFTS Online: Fundamentals—Entering Data	GIFTS Online: Fundamentals—Processing Proposals
Afternoon	GIFTS Online: Fundamentals—Searching 1	GIFTS Online: Fundamentals—Data Analysis 1

Role-Based Training Paths

Use the **Training Paths** table below to help you determine which courses to take. The course topics are listed in recommended order, beginning with *Fundamentals*. Course titles within each topic are also listed in the recommended order. Each topic identifies one or more occupational roles for which training is recommended. To confirm which occupational roles match your job description, refer to the **Role Description** information that appears below the **Training Paths** table.

To view the courses associated to a training path topic, [return to p. 1](#) and locate the corresponding topic in the course listings table, in the green header bars.

Training Paths

Training Path	OCCUPATIONAL ROLE		
	System Administrator	Grants Manager	Program Staff
Fundamentals	✓	✓	✓
Administration	✓	✓	
Online Applications		✓	
Searching and Data Analysis	✓	✓	✓

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