









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 More	Learn Everything
Fundamentals		
 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	•	•
Online Applications		
 GIFTS Online: Processing Online Applications	•	•
 GIFTS Online: Designing Effective Online Forms	•	•






















-  Course Abstract
-  eLearning Course
-  Certification

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: 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: 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.

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	✓	✓	✓
Online Applications		✓	
Administration	✓	✓	

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