

# Blackbaud University Curriculum for Raiser's Edge®

To view a complete course description or launch a class, click a title in the listing below.














Start with eLearning *Basics* on-demand courses or jump to instructor-led online courses for hands-on learning. In each of the topic areas, courses are listed in the order they should be taken.

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




*Note: Thinking about migrating to Raiser's Edge NXT? To view the complete Raiser's Edge NXT curriculum [click here](#).*



Click course names to launch or register for a class

	Learn Basics	Learn More	Learn Everything
<b>FUNDAMENTALS</b>			
 Raiser's Edge: Basics of Raiser's Edge	●	●	●
 Raiser's Edge: Fundamentals - Constituents		●	●
 Raiser's Edge: Fundamentals - Gifts		●	●
 Raiser's Edge: Fundamentals - Query		●	●
 Raiser's Edge: Fundamentals - Data Analysis and Extraction		●	●
 Raiser's Edge NXT: Bootcamp and Certification 			●
<b>CERTIFICATION</b>			
 Raiser's Edge Fundamentals Exam 2020	●	●	●
 Raiser's Edge Professional Exam 2020		●	●
<b>COMMUNICATIONS</b>			
 Raiser's Edge: Basics of Mail	●	●	●
 Raiser's Edge: Basics of Blackbaud Online Express	●	●	●
 Raiser's Edge: Efficient Mail Communications		●	●
 Raiser's Edge: Optimizing Mail with Segmentation		●	●



-  Course Abstract
-  eLearning Course
-  Certification

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	Learn Basics	Learn More	Learn Everything
<b>FUNDRAISING</b>			
 Raiser's Edge: Basics of Constituents	●	●	●
 Raiser's Edge: Basics of Gifts	●	●	●
 Raiser's Edge: Basics of Gift Aid (U.K. Only)	●	●	●
 Raiser's Edge: Basics of Prospects	●	●	●
 Target Analytics: Basics of Modeling	●	●	●
 Target Analytics: Basics of Affluence Insight	●	●	●
 Target Analytics: Basics of Advanced Direct Marketing Analytics	●	●	●
 Raiser's Edge: Gift Updates and Maintenance		●	●
 Raiser's Edge: Maintaining Accurate Constituent Records		●	●
 Raiser's Edge: Advanced Gift and Constituent Entry - Refresher <i>90-Minute Course</i>		●	●
 Raiser's Edge: Building a Better Batch		●	●
 Raiser's Edge: Moves Management and Retention		●	●
 Raiser's Edge: Creating a Strategy for Campaigns, Funds, and Appeals		●	●
<b>DATA ANALYSIS</b>			
 Raiser's Edge: Basics of Query	●	●	●
 Raiser's Edge: Basics of Reports	●	●	●
 Raiser's Edge: Basics of Data Extraction	●	●	●
 Raiser's Edge: Expert Data Segmentation with Query		●	●
 Raiser's Edge: Advanced Query and Mail - Refresher <i>90-Minute Course</i>		●	●
 Raiser's Edge: Generating Exports		●	●
 Raiser's Edge: Actionable Reporting		●	●
 Raiser's Edge: Advanced Export and Reports - Refresher <i>90-Minute Course</i>		●	●
 Raiser's Edge: Professional Bootcamp			●
<b>DATABASE ADMINISTRATION</b>			
 Raiser's Edge NXT: Basics of Configuration and Security	●	●	●
 Raiser's Edge NXT Workshop: Creating Policies and Procedures		●	●
 Raiser's Edge NXT Workshop: Expanding Policies and Procedures		●	●
 Raiser's Edge: Configuring Your Database for Success		●	●
 Raiser's Edge: Effective Database Administration		●	●
 Raiser's Edge: Adding and Updating Records with Import		●	●





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	Learn Basics	Learn More	Learn Everything
<b>DATABASE ADMINISTRATION (continued)</b>			
 Raiser's Edge: Database Cleanup Using Import and Global Changes <i>90-Minute Course</i>		●	●
 Raiser's Edge: Database Configuration for Successful Mailings		●	●
 Raiser's Edge Workshop: Process Improvement, Tips, and Tricks		●	●
 Raiser's Edge Workshop: Optimizing Your Database for Raiser's Edge NXT		●	●
<b>EVENTS</b>			
 Raiser's Edge: Basics of Events	●	●	●
 Raiser's Edge: Managing Your Events		●	●
<b>MEMBERSHIP AND VOLUNTEER</b>			
 Raiser's Edge: Membership Management		●	●
 Raiser's Edge: Volunteer		●	●
<b>BLACKBAUD MERCHANT SERVICES</b>			
 Blackbaud Merchant Services: Basics of the Web Portal	●	●	●
 Integration: Basics of Processing Payments with Blackbaud Merchant Services	●	●	●
<b>INTEGRATION</b>			
 Integration: Basics of everydayhero Integrations	●	●	●
 Integration: Basics of Blackbaud NetCommunity and Raiser's Edge Integration	●	●	●
 Integration: Basics of Financial Edge Integrations	●	●	●
 Integration: Basics of Raiser's Edge and Luminate Online Integration	●	●	●
 Integration: Basics of Raiser's Edge and ResearchPoint Integration	●	●	●
<b>ORGANIZATIONAL BEST PRACTICES</b>			
 OBP: Basics of Events	●	●	●
 OBP: Basics of Finance	●	●	●
 OBP: Basics of Foundations	●	●	●
 OBP: Basics of Fundraising	●	●	●
 OBP: Basics of Higher Education	●	●	●
 OBP: Basics of Impact	●	●	●
 OBP: Basics of K-12 Education	●	●	●
 OBP: Basics of Marketing	●	●	●
 OBP: Basics of Membership	●	●	●

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	Learn Basics	Learn More	Learn Everything
<b>ORGANIZATIONAL BEST PRACTICES (continued)</b>			
 OBP: Basics of Nonprofit Organizations	●	●	●
 OBP: Basics of Peer-to-Peer	●	●	●
 OBP: Basics of Personas	●	●	●
 OBP: Basics of Volunteers	●	●	●
<a href="#">Click here to view the full curriculum for instructor-led OBP workshops and certifications</a>		●	●

## Regionals

	Day 1	Day 2	Day 3	Day 4
	<b>Raiser's Edge NXT: Bootcamp and Certification</b>			
<b>A.M.</b>	Raiser's Edge: Fundamentals - Constituents	Raiser's Edge: Fundamentals - Gifts	Raiser's Edge: Fundamentals - Query	Raiser's Edge NXT: Maintaining Your Portfolio
<b>P.M.</b>	Raiser's Edge NXT: Fundamentals - Overview and Data Entry	Raiser's Edge NXT: Fundamentals - Fundraising	Raiser's Edge: Fundamentals - Data Analysis and Extraction	Raiser's Edge NXT: Reporting and Analysis

	Day 1	Day 2	Day 3
	<b>Raiser's Edge: Professional Bootcamp</b>		
<b>A.M.</b>	Raiser's Edge: Maintaining Accurate Constituent Records	Raiser's Edge: Expert Data Segmentation with Query	Raiser's Edge: Generating Exports
<b>P.M.</b>	Raiser's Edge: Gift Updates and Maintenance	Raiser's Edge: Efficient Mail Communications	Raiser's Edge: Actionable Reporting

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

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## 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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