












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.

	Learn More	Learn Everything
Fundamentals		
 GIFTS Online: Fundamentals—Entering Data NEW & IMPROVED	●	●
 GIFTS Online: Fundamentals—Searching 1 NEW & IMPROVED	●	●
 GIFTS Online: Fundamentals—Processing Proposals NEW & IMPROVED	●	●
 GIFTS Online: Fundamentals—Data Analysis 1 NEW & IMPROVED	●	●
 GIFTS Online: Fundamentals (2-Day Regional) NEW & IMPROVED		●
Administration		
 GIFTS Online: Administration RETIRED	●	●
 GIFTS Online: System Administration NEW & IMPROVED	●	●
Online Applications		
 GIFTS Online: Online Application Workflow CURRENT FORMAT	●	●
 GIFTS Online: Forms Manager CURRENT FORMAT	●	●
 GIFTS Online: Processing Online Applications COMING SOON	●	●
 GIFTS Online: Designing Online Forms COMING SOON	●	●

Please note:

GIFTS Online Training is currently undergoing a transition. Please note the flags next to each course name indicating class status:

CURRENT FORMAT Currently running class with previous format and will be replaced by a new class soon

COMING SOON Class is currently being designed and will be released soon

NEW & IMPROVED Class has recently been updated to our Blackbaud University standard formatting

RETIRED Class is no longer offered

 Abstract





















 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 a nonprofit audience, all Blackbaud customers, including corporations and foundations, are welcome to attend.

	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		●
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		●

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 role(s) matches 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	Occupational Role		
	System Administrator	Grants Manager	Program Staff
Fundamentals	✓	✓	✓
Online Applications		✓	
Administration	✓	✓	
Nonprofit Workshops			

Role Description

System Administrators

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

Grant Managers

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

Program Staff

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