


















Blackbaud University Curriculum for Raiser's Edge™

To learn more about Blackbaud University's *Learn Basics*, *Learn More*, and *Learn Everything* training subscription tiers [click here](#). To view a course description, register for a class, or launch the 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. Take the online eLearning *Basics* courses for introductory information, or rely on the instructor-led training for a more in-depth, hands-on experience.

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

	Learn Basics	Learn More	Learn Everything
Fundamentals			
 Raiser's Edge: Basics of Raiser's Edge	•	•	•
 Raiser's Edge: Basics of Constituent Records	•	•	•
 Raiser's Edge: Basics of Gifts	•	•	•
 Raiser's Edge: Basics of Gift Aid (UK Only)	•	•	•
 Raiser's Edge: Basics of Query	•	•	•
 Raiser's Edge: Basics of Mail	•	•	•
 Raiser's Edge: Basics of Data Analysis	•	•	•
 Raiser's Edge: Basics of Data Extraction	•	•	•
 Raiser's Edge: Fundamentals—Overview		•	•
 Raiser's Edge: Fundamentals—Constituents 1		•	•
 Raiser's Edge: Fundamentals—Gifts 1		•	•
 Raiser's Edge: Fundamentals—Query 1		•	•
 Raiser's Edge: Fundamentals—Mail 1		•	•
 Raiser's Edge: Fundamentals—Data Analysis and Extraction 1		•	•
 Raiser's Edge Fundamentals Exam 2017		•	•
 Raiser's Edge Professional Certification 2017		•	•
 Raiser's Edge: Fundamentals and Certification (3-Day Regional Class)			•






Note: All courses in the *Fundamentals* series must be completed in the order shown and are a prerequisite for all Functional and Outcome-Based courses. There are no prerequisites for *Nonprofit Workshop* courses.

-  Abstract
-  eLearning Course
-  Certification

	Learn Basics	Learn More	Learn Everything
Constituent Management			
 Raiser's Edge: Constituents 2		•	•
 Raiser's Edge: Managing Alumni		•	•
 Raiser's Edge: Managing Tributes		•	•
Gift Management			
 Raiser's Edge: Gifts 2		•	•
 Raiser's Edge: Managing RE:EFT		•	•
 Raiser's Edge: Developing and Managing Recurring Gifts		•	•
 Raiser's Edge: Managing Planned Gifts with RE:PlannedGiftTracker		•	•
Query Management			
 Raiser's Edge: Query 2		•	•
Mailing Management			
 Raiser's Edge: Mail 2		•	•
 Raiser's Edge: Mastering Targeted Communications		•	•
 Raiser's Edge: Year-End Cover Letters and Donor Statements		•	•
 Raiser's Edge: Building a Better Annual Report		•	•
Data Extraction			
 Raiser's Edge: Data Extraction 2		•	•
 Raiser's Edge: Grouping and Exporting Data (1-Day Regional Class)			•
Data Analysis			
 Raiser's Edge: Data Analysis 2		•	•
 Raiser's Edge: SAP® Crystal Reports® 1		•	•
 Raiser's Edge: SAP® Crystal Reports® 2		•	•
 Raiser's Edge: SAP® Crystal Reports® (1-Day Regional Class)			•
 Raiser's Edge: Entering and Using Data (2-Day Regional Class)			•
Fundraising			
 Raiser's Edge: Moves Management and Retention		•	•
 Raiser's Edge: Managing Prospects		•	•
Fundraising Management			
 Raiser's Edge: Basics of The Giving Score	•	•	•
 Raiser's Edge: Campaigns, Funds, and Appeals		•	•

“Blackbaud Learn has not only taught me about the software, but the knowledge I gained has allowed me and my staff to streamline and simplify our processes on a daily basis. Blackbaud Learn is one of the best trainings I have had and is worth every penny.”




— Mitch Creager
Kentucky Science & Technology Center

-  Abstract
-  eLearning Course
-  Certification

	Learn Basics	Learn More	Learn Everything
Database Administration			
 Raiser's Edge: Basics of Database Administration	●	●	●
 Raiser's Edge: Database Administration 1		●	●
 Raiser's Edge: Database Administration 2		●	●
 Raiser's Edge: Keeping Your Database Clean		●	●
 Raiser's Edge: Managing Action Tracks		●	●
 Raiser's Edge: Tips, Tricks, and Time-Savers		●	●
 Raiser's Edge: Database Configuration for Successful Mailings		●	●
 Raiser's Edge: Import 1		●	●
 Raiser's Edge: Import 2		●	●
 Raiser's Edge: Preparing Your Database for Raiser's Edge NXT		●	●
 Raiser's Edge: Database Administration (2-Day Regional Class)			●
Integration Administration			
 Integration: Basics of everydayhero Integrations	●	●	●
 Integration: Basics of Raiser's Edge and Luminate Online Integration	●	●	●
 Integration: Financial Edge and Raiser's Edge		●	●
Volunteer Management			
 Raiser's Edge: Volunteer		●	●
Membership Management			
 Raiser's Edge: Managing Memberships		●	●
 Raiser's Edge: Membership Management		●	●
Event Management			
 Raiser's Edge: Basics of Events	●	●	●
 Raiser's Edge: Event Management		●	●
 Raiser's Edge: Organizing a Successful Event		●	●
 Raiser's Edge: Events (1-Day Regional Class)			●

“Our staff can attend training while also getting daily work done. Blackbaud just makes learning easy. The training helps us use the product better and smarter so that we can better meet our mission.”



— Jack Roush
California Film Institute

-  Abstract
-  eLearning Course
-  Certification



Solution Workshops

Blackbaud University *Solution Workshop* courses are product specific and focus on where technology and process intersect. Optimize your organization's use of Blackbaud technology through expert guidance and peer discussions. These interactive workshops do not log into the product. Instead, these workshops explore strategies, inspire conversation, and help you apply product-related best practices at your organization.

	Learn Basics	Learn More	Learn Everything
Policies and Procedures			
 Raiser's Edge Workshop: Policies and Procedures—Constituents			●
 Raiser's Edge Workshop: Policies and Procedures—Gifts			●



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.

	Learn Basics	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			●



Learn Basics | Learn More | Learn Everything

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 Raiser's Edge

Day 1 | Day 2 | Day 3 | Day 4 | Day 5

	Raiser's Edge: Fundamentals and Certification			Raiser's Edge: Entering and Using Data	
Morning	Raiser's Edge: Fundamentals—Overview	Raiser's Edge: Fundamentals—Gifts 1	Raiser's Edge: Fundamentals—Mail 1	Raiser's Edge: Constituents 2	Raiser's Edge: Mail 2
Afternoon	Raiser's Edge: Fundamentals—Constituents 1	Raiser's Edge: Fundamentals—Query 1	Raiser's Edge: Fundamentals—Data Analysis and Extraction 1	Raiser's Edge: Gifts 2	Raiser's Edge: Data Analysis 2

Day 1 | Day 2 | Day 3 | Day 4 | Day 5

	Raiser's Edge: Events	Raiser's Edge: Grouping and Exporting Data	Raiser's Edge: Database Administration		Raiser's Edge: SAP® Crystal Reports®
Morning	Raiser's Edge: Event Management	Raiser's Edge: Query 2	Raiser's Edge: Database Administration 1	Raiser's Edge: Tips, Tricks, and Time-Savers	Raiser's Edge: SAP® Crystal Reports® 1
Afternoon	Raiser's Edge: Organizing a Successful Event	Raiser's Edge: Data Extraction 2	Raiser's Edge: Database Administration 2	Raiser's Edge: Keeping Your Database Clean	Raiser's Edge: SAP® Crystal Reports® 2

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							
	Communications	DBA	Data Entry	Events	Executive	Fundraiser	Membership	Volunteer
Fundamentals	✓	✓	✓	✓	✓	✓	✓	✓
Constituent Management	✓	✓	✓			✓		
Gift Management		✓	✓					
Query Management	✓	✓		✓			✓	✓
Mailing Management	✓	✓						
Data Extraction	✓	✓						
Data Analysis		✓			✓	✓		
Fundraising						✓		
Fundraising Administration		✓			✓	✓		
Database Administration		✓						
Integration Administration		✓						
Volunteer Management								✓
Membership Management							✓	
Event Management				✓				
Solution Workshops: Policies and Procedures		✓						
Nonprofit Workshops: Fundraising			✓			✓		
Nonprofit Workshops: Marketing and Communications	✓			✓				
Nonprofit Workshops: Engaging Your Network	✓			✓		✓	✓	✓
Nonprofit Workshops: Operational Excellence		✓			✓			

Role Description

Communications

- Develops and implements a communications plan
- Produces appeals, gift receipts, donor acknowledgement letters, annual reports, and other communications

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