

Blackbaud University Curriculum for Blackbaud Grantmaking™




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.

Click course names to launch or register for a class







	Learn Basics	Learn More
FUNDAMENTALS		
 Basics of Blackbaud Grantmaking	●	●
 Basics of Proposals	●	●
 Fundamentals—Overview and Proposals		●
 Fundamentals—Grant Management		●
 Blackbaud Grantmaking Fundamentals Exam 2019		●
DATA ANALYSIS		
 Basics of Searching and Reporting	●	●
 Efficient Reporting and Analysis		●
 Advanced Reporting and Analysis		●
SYSTEM MANAGEMENT		
 Correspondence Templates		●
 System Administration		●
 Database Cleanup		●
 Blueprint		●
AWARD APPLICATION MANAGEMENT		
 Processing Online Applications		●
 Designing Effective Online Forms		●
ORGANIZATIONAL BEST PRACTICES		
 OBP: Basics of Events	●	●
 OBP: Basics of Finance	●	●



-  Course Abstract
-  eLearning Course
-  Certification

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	Learn Basics	Learn More
ORGANIZATIONAL BEST PRACTICES (continued)		
 OBP: Basics of Fundraising	●	●
 OBP: Basics of Impact	●	●
 OBP: Basics of Marketing	●	●
 OBP: Basics of Nonprofit Organizations	●	●
 OBP: Basics of Personas	●	●
 OBP: Basics of Volunteers	●	●
Click here to view the full curriculum for instructor-led OBP workshops and certifications		●

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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		
	System Administrator	Grants Manager	Program Staff
Fundamentals	✓	✓	✓
Data Analysis	✓	✓	
System Management	✓	✓	
Award Application Management		✓	

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

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