

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
FUNDAMENTALS			
 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: Fundamentals Bootcamp 			●
CERTIFICATION			
 Raiser's Edge Fundamentals Exam 2019		●	●
 Raiser's Edge Professional Exam 2019		●	●
COMMUNICATIONS			
 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		●	●
 Raiser's Edge: Year-End Cover Letters and Donor Statements		●	●
 Raiser's Edge: Building a Better Annual Report		●	●



-  Course Abstract
-  eLearning Course
-  Certification

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	Learn Basics	Learn More	Learn Everything
FUNDRAISING			
 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: Mastering Batch and Gift Maintenance		●	●
 Raiser's Edge: Maintaining Accurate Constituent Records		●	●
 Raiser's Edge: Moves Management and Retention		●	●
 Raiser's Edge: Developing and Managing Recurring Gifts		●	●
 Raiser's Edge: Creating a Strategy for Campaigns, Funds, and Appeals		●	●
DATA ANALYSIS			
 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: Data Extraction 2		●	●
 Raiser's Edge: Actionable Reporting		●	●
 Raiser's Edge: Professional Bootcamp			●
DATABASE ADMINISTRATION			
 Raiser's Edge NXT: Basics of Configuration and Security	●	●	●
 Raiser's Edge: Configuring Your Database for Success		●	●
 Raiser's Edge: Effective Database Administration		●	●
 Raiser's Edge: Adding and Updating Records with Import		●	●
 Raiser's Edge: Database Configuration for Successful Mailings		●	●
 Raiser's Edge Workshop: Policies and Procedures—Constituents		●	●
 Raiser's Edge Workshop: Policies and Procedures—Gifts		●	●
 Raiser's Edge Workshop: Process Improvement, Tips, and Tricks		●	●

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	Learn Basics	Learn More	Learn Everything
DATABASE ADMINISTRATION (continued)			
 Raiser's Edge Workshop: Optimizing Your Database for Raiser's Edge NXT		●	●
EVENTS			
 Raiser's Edge: Basics of Events	●	●	●
 Raiser's Edge: Managing Your Events		●	●
MEMBERSHIP AND VOLUNTEER			
 Raiser's Edge: Membership Management		●	●
 Raiser's Edge: Volunteer		●	●
BLACKBAUD MERCHANT SERVICES			
 Blackbaud Merchant Services: Basics of the Web Portal	●	●	●
 Integration: Basics of Processing Payments with Blackbaud Merchant Services	●	●	●
INTEGRATION			
 Integration: Basics of everydayhero Integrations	●	●	●
 Integration: Basics of Raiser's Edge and Financial Edge Integration	●	●	●
 Integration: Basics of Raiser's Edge and Luminate Online Integration	●	●	●
 Integration: Basics of Raiser's Edge and ResearchPoint Integration	●	●	●
ORGANIZATIONAL BEST PRACTICES			
 OBP: Basics of Events	●	●	●
 OBP: Basics of Finance	●	●	●
 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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Regionals

	Day 1	Day 2	Day 3	Day 4
	Raiser's Edge NXT Fundamentals Bootcamp			
	<p>The following class topics are covered in this regional event:</p> <ul style="list-style-type: none"> • Raiser's Edge NXT: Fundamentals—Overview and Data Entry • Raiser's Edge NXT: Fundamentals—Fundraising • Raiser's Edge Fundamentals—Constituents • Raiser's Edge: Fundamentals—Gifts • Raiser's Edge: Fundamentals—Query • Raiser's Edge: Fundamentals—Data Analysis and Extraction • Organizational Best Practices: Fundraising—Major Giving 			

	Day 1	Day 2	Day 3
	Raiser's Edge Professional Bootcamp		
A.M.	Raiser's Edge: Maintaining Accurate Constituent Records	Raiser's Edge: Expert Data Segmentation with Query	Raiser's Edge: Data Extraction 2
P.M.	Raiser's Edge: Mastering Batch and Gift 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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