


Blackbaud University Curriculum for Raiser's Edge NXT®

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: All Raiser's Edge courses are also relevant for Raiser's Edge NXT users; however, the web view is only covered in specific courses. To find web view courses, look for the  icon next to the course title in the listing below.



Click course names to launch or register for a class





















	Learn Basics	Learn More	Learn Everything
FUNDAMENTALS (WEB VIEW)			
 Raiser's Edge NXT: Basics of Raiser's Edge NXT and Constituents 	●	●	●
 Raiser's Edge NXT: Fundamentals—Overview and Data Entry 		●	●
 Raiser's Edge NXT: Fundamentals—Fundraising 		●	●
 Raiser's Edge NXT: Fundamentals Bootcamp 			●
FUNDAMENTALS (DATABASE VIEW)			
 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		●	●
CERTIFICATION			
 Raiser's Edge Fundamentals Exam 2019		●	●
 Raiser's Edge NXT 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 NXT: Marketing and Outreach 		●	●
 Raiser's Edge: Efficient Mail Communications		●	●



-  Course Abstract
-  eLearning Course
-  Certification
-  Web View Course

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	Learn Basics	Learn More	Learn Everything
COMMUNICATIONS (continued)			
 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		●	●
FUNDRAISING			
 Raiser's Edge NXT: Basics of Fundraising and Email Communications 	●	●	●
 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 NXT: Maintaining Your Portfolio 		●	●
 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 NXT: Basics of SKY Reporting for the Executive 	●	●	●
 Raiser's Edge NXT: Basics of Lists 	●	●	●
 Raiser's Edge: Basics of Query	●	●	●
 Raiser's Edge: Basics of Reports	●	●	●
 Raiser's Edge: Basics of Data Extraction	●	●	●
 Raiser's Edge NXT: Reporting and Analysis 		●	●
 Raiser's Edge NXT: Building Custom Reports 		●	●
 Raiser's Edge: Expert Data Segmentation with Query		●	●
 Raiser's Edge: Data Extraction 2		●	●
 Raiser's Edge: Actionable Reporting		●	●
 Raiser's Edge: Professional Bootcamp			●
DATA ADMINISTRATION			
 Raiser's Edge NXT: Basics of Configuration and Security 	●	●	●

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	Learn Basics	Learn More	Learn Everything
DATA ADMINISTRATION (continued)			
 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		●	●
 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 Luminare 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	●	●	●

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Learn Basics	Learn More	Learn Everything
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ORGANIZATIONAL BEST PRACTICES (continued)			
 OBP: Basics of Volunteers	•	•	•
Click here to view the full curriculum for instructor-led OBP workshops and certifications		•	•

Regionals

	Day 1	Day 2	Day 3	Day 4
	Raiser's Edge NXT Fundamentals Bootcamp			
	The following class topics are covered in this regional event:			
	<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		✓						

Continued on next page

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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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