

# Prospect Research

## Blackbaud Training

*Prospect Research* classroom training is a half-day class that teaches you how to effectively use one of the most powerful fundraising tools in **The Raiser's Edge** — **RE:Search**. You will learn every aspect of prospect management, including recording prospect information, creating proposal records, linking gift records to proposals, and identifying useful prospect research management reports. You'll also learn how to effectively use **The Raiser's Edge** in cultivating and soliciting your potential major donors.

### COURSE OBJECTIVES

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Upon completion of this course, you will be able to:

- Record financial information about your prospective donors
- Record all the details of your proposals
- Link proposals to resulting gifts
- Use Prospect Research Management reports

### WHO SHOULD ATTEND

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Database administrators, supervisors, and other individuals who use **RE:Search** to record, maintain, and analyse detailed financial information about donors would benefit from this class.

### PREREQUISITES AND ADVANCED PREPARATION

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This class is intended for those who have completed *The Raiser's Edge Essentials* parts I and II. Before attending this class, you should be comfortable using **The Raiser's Edge 7** on a Microsoft Windows operating system.

For on-site training, this course assumes that you have installed **The Raiser's Edge 7** and that your computers meet the Detailed System Requirements listed on the Blackbaud website at [www.blackbaud.co.uk](http://www.blackbaud.co.uk).



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