

The Office of Advancement Services is located in McAfee on the Undergraduate Campus.

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Director

Melody Mulkey
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Database Coordinator

Karen Swan
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Gifts Management Coordinator

Ronda Merryman
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Database Support & Administrative Coordinator

Karen Grove
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Data Entry Assistant

Kirby Gnerre
503-768-7929
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	Staff In Charge	1 st Back-up/Support	2 nd Back-up/Support
Overall Database Management	Melody Mulkey		
• Database Policies	Melody Mulkey	Karen Swan	
• System Updates (server updates & patch installs)	Melody Mulkey	IT Systems Admin	Blackbaud Support
• Data Enhancement (NCOA, address finder, etc)	Melody Mulkey	Blackbaud Support	
• New user access (Raiser's Edge, Papersave)	Melody Mulkey	Karen Swan	
• Software installation (Raiser's Edge, PaperSave)	Melody Mulkey	IT Systems Admin	
• RE & PaperSave troubleshooting & support	Melody Mulkey	Blackbaud Support	IT Systems Admin
• Password reset	Melody Mulkey	Karen Swan	
• RE & PaperSave Training	Melody Mulkey	Karen Swan	
Overall Gifts Management	Ronda Merryman & Melody Mulkey		
• Gift Policies & Guidelines	Melody Mulkey	Ronda Merryman	
• Gifts Processing	Ronda Merryman	Karen Swan	Melody Mulkey
• Fund Set Up	Ronda Merryman	Melody Mulkey	
• Gift and fund cleanup & reconciliation	Ronda Merryman	Melody Mulkey	
• Receipting & acknowledgment	Ronda Merryman	Kirby Gnerre	Karen Grove
• PaperSave of gift and fund documentation	Ronda Merryman	Melody Mulkey	
• Production of pledge reminders	Melody Mulkey	Ronda Merryman	
• Matching gifts administration	Karen Grove	Ronda Merryman	
• Gifts Processing & Forms Training	Ronda Merryman	Melody Mulkey	
• myLC customized online giving pages	Melody Mulkey	Stephen Leboutillier	
Demographic Updates	Karen Swan & Karen Grove		
• Trustee and Faculty & Staff updates	Karen Swan	Karen Grove	Melody Mulkey
• Demographic updates from mailed-in donations	Karen Grove	Ronda Merryman	Kirby Gnerre
• All other day-to-day demographic updates	Karen Grove	Kirby Gnerre	Karen Swan
Database Projects	Melody Mulkey & Karen Swan		
• Annual Import of New Students & Parents	Melody Mulkey & Karen Swan	Karen Grove	Kirby Gnerre
• Updating student status changes	Karen Grove	Karen Swan	
• CAS Athletics, Student activities, New Graduate Info	Melody Mulkey	Karen Swan	Karen Grove
• CAS Student Matching	Melody Mulkey	Karen Swan	Karen Grove
• Data integrity cleanup	Karen Swan	Karen Grove	Kirby Gnerre
• Duplicate records cleanup	Karen Swan	Melody Mulkey	
Production of Lists & Reports	Melody Mulkey		
• Non-financial, non-solicitation, or internal use only lists	Melody Mulkey	Karen Swan	
• Financial, solicitation, mailing or external use lists	Melody Mulkey		
• Weekly Giving Report	Ronda Merryman	Melody Mulkey	
• Giving Data, analytical data or Constituent reports	Melody Mulkey		
Processing of myLC Transactions	Karen Swan & Karen Grove		
• myLC Sign-up Requests	Karen Swan	Karen Grove	Kirby Gnerre
• myLC Profile Updates	Kirby Gnerre	Karen Grove	Karen Swan
• myLC Donation linking to donor records	Karen Grove	Ronda Merryman	Kirby Gnerre
• myLC Event Registrations for matched records	Kirby Gnerre	Karen Swan	Karen Grove
• myLC Event Registrations for non-matched records	Karen Swan	Kirby Gnerre	Karen Grove
Global Actions and Imports	Melody Mulkey		
• Global action requests through AS Form	Karen Swan	Melody Mulkey	
• Constituent coding through global import	Melody Mulkey		
Administrative	Melody Mulkey & Karen Grove		
• Invoice payments & check requests	Karen Grove	Melody Mulkey	
• Budget related questions	Melody Mulkey	Karen Grove	
• State Charitable Registration filing & extension	Melody Mulkey	Business Office	