

**Thomas Spitzer**

[tom@12thandupton.com](mailto:tom@12thandupton.com)

**Based in Bloomington, MN**

[952-392-9482](tel:952-392-9482)

### **Private Sector Business Experience**

2021 – present, 12<sup>th</sup> and Upton Associates, Principal. Company provides low cost assistance to select businesses and non-profits. Service areas include organizational design, fund raising and grantsmanship, information and systems design and management.

2016 – present, Pivot Payables, Inc. Board member and fractional VP of Engineering

Pivot Payables is a SaaS provider of expense and invoice processing workflow solutions

Role: Build software development capabilities, provide software architecture direction, contribute to formulation of strategy, work with development team to resolve day to day issues, design and manage cloud deployment in Amazon, define and lead implementation of cyber security strategies

2016 – present, Click Deal Buy! Inc, Board member and fractional Chief Technology Officer

Click Deal Buy! Is a pre-product startup aiming to make shopping easier and more fulfilling.

Role: Define product and technology strategy, assist in developing business plans and investor presentations, qualify software development partner companies

2021 – present, EC Wise, Inc. Board member, Treasurer, Consultant

Manage business operations (accounts payable, accounts receivable, insurance) for the company, which has reduced its scope of operations as the principals moved into semi-retirement.

2023, DAC City, Product Marketing/Fundraising Consultant. DAC City is developing carbon extraction systems that provide CO<sub>2</sub> to environments that require high CO<sub>2</sub> concentrations. Identifying market and funding opportunities and coordinating the preparation of business development plans and funding proposals.

2017 – 2023, Relentless Marketing LLC Managing Member and Finance Officer

Relentless Marketing developed and marketed a SaaS platform for automating marketing campaigns

Role: Bookkeeping and accounting, preparation of tax returns, assisted in resolving operational issues with service delivery.

2020 – 2021, Bushtracks Expeditions, fractional Chief Information Officer

Role: Managed development of web site and online custom travel booking application. Manage cloud deployment in Amazon Web Services.

1999 – 2021, EC Wise, Inc. Vice President

EC Wise provided Information Technology services including software development, operational support for SaaS services, information security consulting and privacy compliance services

Role: Designed tooling, evaluated vendor products and developed go to market partnerships, especially during 2015 – 2018 when the company executed on a cyber security systems integration practice. In systems development engagements, managed software development projects, defined software

architecture, designed and built databases, specified and documented technical standards. Managed the business defining all internal processes, including client billing, bookkeeping and accounting, human resources, set up and manage payroll, set up and manage 401k, marketing, including producing brochures and writing all web site content.

1995 – 1998, EC Company (no relation to EC Wise), Vice President Product Development

EC Company launched and operated an early B2B commerce platform

Roles: Product design, software development management, oversee design and build out of data center capable of securely processing large volumes of transactions, assisted in investor presentations

1992 – 1999, Miller Freeman Media, Contributing Editor

DBMS Magazine covered databases, Intelligent Enterprise covered corporate adoption of Information technology, Web Techniques covered early application development initiatives on the world wide web

Roles: Wrote monthly column and quarterly feature articles.

1987 – 1995, SBT Accounting Systems, multiple roles starting from Product Manager, Director of Engineering, Vice President of Engineering, Vice President of Architecture

SBT was among the earliest developers/providers of full featured multi-user accounting software for the mid-market

Role: Designed products, designed databases, managed software development function, wrote production code

1984 – 1987, GPS Systems, President

GPS Systems provided information technology consulting services to early adopters of PC (including Macintosh) based business solutions, including the state of Michigan, Big 5 accounting firms, and numerous small businesses and non-profits

Role: Managed the business defined all internal processes, including client billing, bookkeeping and accounting, human resources, set up and manage payroll, marketing, including producing brochures and developing vendor relationships. In client engagements, managed software development projects, designed and built databases, created database applications

1983 – 1984, GPS Associates, President

GPS Associates assisted local governments and businesses interested in accessing federal and state programs for funding and program assistance

Role: Marketing and sales, wrote grant applications, wrote business plans, made business plan presentations

### **Government Experience**

1981 - 1984, City of Lansing, MI Economic Development Corporation, Commercial Industrial Officer  
EDC was the agency working directly with local businesses interested in taking advantage of government programs for funding and resource development

Role: Developed applications for grant assistance under U.S. Department of Commerce and Department of Housing and Urban Development programs, Assisted in preparation of documentation for many tax-exempt industrial development bond issues supporting businesses operating in the city. Evaluated all requests from business for various subsidization programs and made recommendations to Board.

Worked with regional team preparing plans for several redevelopment programs.

1977 – 1981, City of Lansing MI Planning Department, City Planner

Roles: Land use planning (1977 – 1979) including review of zoning change and subdivision requests, economic and community development planning (1979 – 1981) including preparation of plans, urban development action grant programs. Wrote environmental assessments for several projects.

### **NGO and Non Profit Experience**

2022 – present, Board Member, Secretary, Upton Place Townhouse Association (Bloomington, MN) – participate in management of townhome community

2023 – present West Metro Senior Softball (Minneapolis area) – manage league online portal, run scheduling process, player to team assignments, score updates, special event registration, etc.

2021 – present, Musicians Council on Fair Wages, consultant, general capacity building engagement. Designed programs to improve viability of New Orleans musicians, evaluated CRM and fundraising platforms and made selection, evaluated apps for managing independent band leaders and musicians, assist in writing grant applications, updated Web site, wrote press releases.

2022 – Changing the Narrative Africa. Developed criteria for selection of ERP (accounting) system and coordinated selection process. After system was selected, built chart of accounts and loaded initial transactions. Worked with Executive Director to identify grant opportunities. Researched and developed a plan for regulatory compliance in conjunction with import of food stuffs from producers in Africa.

2022 – Solar Village Project. Developed criteria for selection of donor and fund management system and coordinated selection process. After system was selected, prepared existing constituent and donor data for loading.

2022 – SoWashCo Cares. Developed criteria for selection of donor and fund management system and coordinated selection process. After system was selected, prepared existing constituent and donor data for loading.

2021 – 2022, Earth Law Center, prepared content for annual report, assist with administrative functions, prepare template advocacy letters.

2014 – 2019, South Hayward Parish, Hayward, CA, Board Member and Secretary

Role: Managed and organized all corporate documents (by-laws, minutes, policies), implemented Sharepoint for document management. Managed corporate IT and web site, produced most of the web site content. SHP produced the annual Hayward MLK Day program; I was coordinator and spoke at the event in 2017. Wrote press releases for all news worthy events and flyers for all activities. Worked closely with government agencies and legislators (mainly City Council, County Commission)

2013 -2020 Congregation Shir Ami, Social Action Committee Chair, 2013- 1017, member, 2018-2020 (until I moved out of the area). Coordinated Congregation's participation in food and shelter support programs, community educational programs, annual Castro Valley Pride day, etc. Launched Community Garden on-site. Wrote weekly Social Action email blasts and monthly articles for the temple's newsletter.

1982 – 1987 Housing Assistance Foundation; Housing Resource Center, East Lansing, MI., Board Member. Worked on setting policies and direction for organization that provided tenant assistance.

1978 – 1984 East Lansing Food Coop, Board Member, Chairman. Led organization through growth from buying club model to storefront.

1975 – 1977 Ithaca Real Food Coop, Board Member, Treasurer, Associate Buyer

IRFC was one of the original food coops, made sort of famous because we bought the produce for Moosewood Restaurant. I was on many of those runs up to Syracuse where we inspected fresh foods and negotiated with the farmers and wholesalers. I handled the money, kept the books, and reconciled accounts with all the members. Even though I was an undergrad at the time, I apparently earned the confidence of the community since I don't recall any issues with people claiming real issues between what they ordered, received, and paid for.