

TAMARA J. DAVIS

Mattawan, Michigan 49071

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Professional Experience

Director | Western Michigan University Starting Gate Student Accelerator | 07/22 to Present

- Lead 12 student teams through yearlong accelerator program.
- Develop weekly programming and work one on one with student teams.
- Financial oversight of programming budget.
- Secure funding from donors to run the program.

Regional Director | Western Michigan University, MI Small Business Development Center | 02/09 to Present

- Set strategic direction for the Michigan Small Business Development Center within the larger context of the Haworth College of Business, Western Michigan University, the Michigan SBDC, and the Southwest Michigan region with a mission to support start-ups and established growth companies in critical aspects of their business development.
- Managing director of the Western Michigan University Starting Gate Student Incubator program.
- Contribute to knowledge creation and dissemination through communicating with peers and participating in network activities with various partners throughout the state of Michigan's entrepreneurial ecosystem.
- Responsible for guiding staff to reach annual SBA Impact goals. Over the past 13-years, Southwest Michigan SBDC has assisted clients in securing over \$300+ million in capital, created +1000 new jobs and retained over 890 existing jobs. Additionally, assisted in 400+ new business launches.
- Prepare and monitor budgets and oversee all fiscal management aspects of the SBDC in accordance with all policies, procedures, laws, regulations, and other governing documents.
- Prepare annual proposals for Federal, State, and local funding.
- In 2022, secured \$50,000 training contract from the City of Kalamazoo for the SCALE Kalamazoo program.
- In 2022, secured \$210,000 in unencumbered funding from community foundation.
- In 2021, secured \$10,500 training contract from Battle Creek Unlimited for the development of the \$2 million Washington Heights Entrepreneurship program.
- In 2018, secured \$190,000 in alternative funding from the City of Kalamazoo and LISC to expand the services provided.
- Developed and maintain the Michigan SBDC Statewide Staff Onboarding program rolled out March 2017.
- Plan and execute outreach strategy to educate clients, partners, and stakeholders on SBDC services.
- Personally provide over 500 hours of one-on-one business counseling annually to clients on small business development, strategic planning, cash flow management, access to capital and expansion issues.
- Build and maintain relationships with small business support organizations, financial institutions, consultants, and other public and private sector business resource partners.
- Develop and provide training programs to first and second stage business ventures.
- Member of the Annual Michigan SBDC Network Conference team.
- Present on the "Philosophy of Consulting" at the 2019 Annual Michigan SBDC Network Conference held in Traverse City, MI.
- Currently lead eight full-time SBDC business consultants and contractors throughout Southwest Michigan.

Part-time Instructor – Western Michigan University, Haworth College of Business

Mgmt. 2140 Exploring Entrepreneurship

Mgmt. 3140 Small Business Management

Mgmt. 2500 Organizational Behavior

Bus 4750 Strategic Management

Mgmt. 4380 Small Business Practicum (developed course)

Management, Marketing and Legal Department Director | Davenport University | 09/03 to 12/08 (Kalamazoo, Battle Creek and Holland locations)

- Developed and implement current and practical curriculum and courses within the management, marketing, and legal departments.
- Managed human resources and supervised staff of 100+ course sections per year on three campus locations.

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- Planned and executed outreach strategy for obtaining student internship sites and developing internship requirements.
- Provided twenty-four credit hours of undergraduate classroom instruction per academic year in areas of Management and Marketing.
- Developed and coordinated annual Davenport University Maine School of Business Publishers' Forum (2007). Continued to coordinate the Forum for length of employment.

Director of Operations | Kalamazoo College, L. Lee Stryker Center | 12/99 – 02/02

- Developed and executed the L. Lee Stryker Center's marketing effort.
- Supported four program directors with strategic marketing, creating consistency in the external understanding and perception of the L. Lee Stryker Center.
- Developed and executed the L. Lee Stryker Center's communication strategy, including the general communication strategy, annual report, website development/maintenance, and sustaining member communications.
- Managed human resources and supervised seven full-time and twenty student staff members.
- Provided analyses of financial information for the L. Lee Stryker Center.

Business Manager | State of Vermont Agency of Administration, Montpelier, VT | 07/95 to 05/97

- Developed and executed the GOVnet K12 Internet program including:
 - Prepared and monitored budgets for department's \$4.0 million annual budget.
 - Produced Vermont's annual five-year information technology plan for the State legislature.
 - Managed \$1.5 million in technology grants to the State's K-12 schools.
 - Produce websites for various State departments and agencies.
 - Served as personnel liaison for department.

Education

Western Michigan University, Kalamazoo, Michigan

M.B.A. in Management

B.B.A. in Marketing/Advertising

Minors: Business, Graphic Design

Certifications

SBTDC Academy of Professional Small Business Consultants – March 2010

Kauffman Foundation FastTrac Facilitator – August 2010

SBA Intermediate Level Export & Trade Counselor – since October 2011

NASBITE International Certified Business Professional – since May 2013

Boards and Community Organizations

1 Million Cups – Kalamazoo, MI Chapter– Founding Board Member

100 Women Who Care – Van Buren, MI Chapter

Battle Creek Visioning Small Business Task Force Member

Battle Creek Center for Entrepreneurship – Advisory Board

Greater Kalamazoo Business Resource Group – Founding Partner and Board Member

InBIA – member since July 2022

Mattawan WildPaks – Board Member

SBA Resource Partner Group – Member

Shared Prosperity Kalamazoo (SPK) Task Force and Goal Team Member

WMU Starting Gate Student Accelerator – Founding Partner and Advisory Board Member

WMU Signature – Pathway Champion – Entrepreneurship

Awards and Recognition

- 2022 Michigan SBDC State Star
- 2021 Michigan SBDC "Out of the Box Thinker" Award
- 2019 SBA Partner of the Year Award
- 2018 Michigan SBDC Director of the Year
- 2015 SBA Partner of the Year Award
- 2011 Michigan SBDC Director of the Year