

OFFER OF EMPLOYMENT

David Miller
[REDACTED]
[REDACTED]

Date December 6, 2022

Dear David,

Economic Development Corporation of Breckenridge is pleased to offer you employment as CEO, Executive Director of the Breckenridge Economic Development of Breckenridge. The offer is in accordance to the following:

1. POSITION

- a) CEO Economic Development Corporation of Breckenridge, TX.
- b) Duties. The following items and other related duties are performed as required:
 - 1. Coordinate and manage all activities of the BEDC to effectively stimulate the City's economic growth.
 - 2. Develop both short and long-range strategic plans for community and economic growth.
 - 3. Develop, refine and execute specific marketing and promotional strategies for targeted company recruitment.
 - 4. Enhance and manage job retention and expansion program for existing businesses.
 - 5. Promote "quality of life" improvements in conjunction with other local entities.
 - 6. Manage books, records, financial statements and other reports, prepare budgets and reports of BEDC.
 - 7. Coordinate the exchange of information related to economic development with the Breckenridge Industrial Foundation (BIF), City and County officials and other local organizations.
 - 8. Serve on the boards of BIF and Breck Improvement Council and provide secretarial and accounting assistance to both.

2. TERMS & BENEFITS

- a) Start date to be determined.
- b) Employment is a full time position with office hours typically 8am – 5pm.
- c) Salary \$75,000 annually.

- d) Employee health insurance will be provided in the form of cost reimbursement. (The EDC will explore ability to enroll EDC Director in the City of Breckenridge health benefits plan).
- e) Vacation 2 weeks paid after one year of employment.
- f) Mileage and cell phone expense reimbursement.

3. CONDITIONS

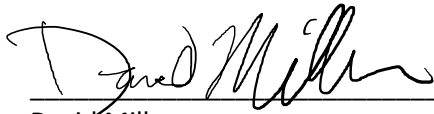
- a) Within 24 months of employment date the EDC director will have established residence in Breckenridge or Stephens County.
- b) Background check
- c) Credit background check
- d) Willingness to pursue and attend economic development continuing education events and courses.

The Breckenridge EDC directors looks forward to the opportunity to work with you as we build a better future for all those who call Breckenridge home.

SIGNED:

_____ Date: _____
Lee Olson, EDC President

ACCEPTANCE:

 Date: 12-6-22

David Miller