



**Kingsbridge-Riverdale-Van Cortlandt
Development Corporation
5760 Broadway 2nd Floor
Bronx, N.Y. 10463
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E-mail: info@krvcdc.org**

Ms. Tracy Shelton
4555 Henry Hudson Parkway
Bronx, NY 10471

Dear Tracy:

The Board of Directors of Kingsbridge Riverdale Van Cortlandt Development Corporation is pleased to extend to you an offer for the position of Executive Director for the next 12 months at a salary of \$70,000. It is expected that you will work 5 days per week and will have a flex-place arrangement. It is understood that this position currently offers no benefits. We understand that your vacation needs are a minimum of 4 weeks and are willing to offer that. We also understand that flexibility will be necessary from time to time due to your family obligations. We are able to accommodate your needs with the understanding that we can be in telephone and/or e-mail communication particularly when your time away exceeds 4 weeks.

We look forward to you joining the organization.

Very Truly Yours,

Petr Stand
President
Board of Directors