



Director, Early Learning Center (ELC)



Play a pivotal role in addressing family homelessness and championing family stability.

APPLY NOW

About Wellspring Family Services

We believe every family—and in particular, every child—deserves a stable home, a place to feel safe, and the confidence and sense of security that comes with it.

Wellspring is a leader in preventing and addressing family homelessness and championing family stability. Through early intervention, we identify families on the brink of housing crises and connect them with the services they need to avoid homelessness. For those already unhoused, we work tirelessly to secure housing and connect families with the skills and resources to rebuild their lives.

Since 1892, Wellspring Family Services has been a lifeline for individuals and families in crisis. For over 130 years, we have evolved to meet the changing needs of our community, adapting our programs and focus to provide timely, respectful, and effective support. **While our name and services have changed**, our mission has remained constant: to lift people out of crisis and guide them toward lasting stability.

WELLSPRING FAMILY SERVICES VALUES

- We are in this together.
- We are infinitely curious.
- We relentlessly pursue “better.”
- We care for ourselves so we can care for others.
- We never give up.

COMMITMENT TO DEIA AND TRAUMA-INFORMED CARE

Wellspring is committed to work that combines two powerful ideas: Diversity, Equity, Inclusion & Access (DEIA) and Trauma-Informed Care. We are mindful of the impact of trauma upon individuals and communities, and this awareness shapes how we approach our mission. We aim to break cycles of trauma, inequity, and poverty—prioritizing healing and hope. By meeting each person where they are, we honor dignity, respect unique strengths, and support resilience.



EARLY LEARNING CENTER (ELC)

Children absorb the world around them, including the stress and uncertainty of crises. The ELC provides a safe, nurturing, and supportive environment for children ages one to five who are experiencing the traumatic effects of homelessness.

The ELC is the only program in Washington State that specializes in serving young children facing housing instability. With small class sizes and a low teacher-to-student ratio of 1:5, our team of compassionate educators tailor learning and play activities to meet each child’s developmental and emotional needs. Serving 45 children annually, we provide specialized care and family support to build a strong foundation for a brighter future.

ELC ensures children receive nutritious meals and onsite health services through a partnership with Seattle Children’s Odessa Brown Children’s Clinic. This holistic approach addresses their physical, emotional, and cognitive development.

Grounded in transparency, collaboration, and humility, we continuously adapt to meet the complex needs of the families we serve.

Learn more about Wellspring Family Services [here](#).
Learn more about the Early Learning Center [here](#).

The Position

Reporting to the Chief Program Officer, the **Director of the Early Learning Center (ELC)** is responsible for leading, oversight of, and vision for a vibrant, trauma-informed, and culturally responsive early learning program for children and families experiencing homelessness. Combining strategic leadership, operational oversight, and relationship management, this role ensures the ELC's financial health, compliance with contracts, and program excellence.

The Director will play a pivotal role in informing the ELC strategy, growth, and impact. They will oversee a \$1.5 million budget and lead a multidisciplinary team of 15, including four direct reports: a Program Supervisor, two Family Support Specialists, and a Behavioral Health Specialist. Together, they create a thriving and innovative educational environment with low teacher-to-child ratios, a commitment to DEIA principles while keeping a child-centered focus.

KEY RESPONSIBILITIES

- **Program Leadership and Management:** Oversee program administration, budget, communication, risk management, and staff supervision and performance management. Set service delivery targets and monitor results.
- **Staffing:** Recruit, mentor, and retain talented and committed staff. Cultivate a culture of teamwork and continuous learning. Provide professional development opportunities focusing on early child development and Trauma-Informed Care through a DEIA lens.
- **Program Development:** Ensure compliance with regulatory and contractual requirements. Partner with ELC direct reports to evaluate program effectiveness, identify improvements, and explore new service areas.
- **Contract Management and Compliance:** Negotiate, evaluate, monitor, and report on all ELC contracts to achieve goals and ensure relationships are stewarded. Meet with funder representatives, including ECEAP, Early ECEAP, HCHN, and CCAP as well as, Early Achievers Coach, and ELC Licensor to adhere to contract and licensing guidelines.



- **Finance and Invoice Management:** Partner with the finance team to ensure timely invoicing and reimbursement processes.
- **Community Engagement:** Be the face of the ELC for external inquiries. Represent the ELC at community meetings and maintain positive relationships with stakeholders, including families, funders, and partner organizations.
- **Diversity, Equity, Inclusion, and Access (DEIA):** Embed DEIA principles into operations, staffing, and program development. Maintain cultural humility and honor the dignity of all individuals.
- **Donor Engagement:** Collaborate with the Development team to share impactful stories, support fundraising efforts, and facilitate tours for donors and prospects.

This is an exciting opportunity for a visionary, experienced and hands-on ECE leader with a demonstrated track record of success in nonprofit program management and the strategic insight to balance immediate needs with long-term growth and sustainability.

The ideal candidate has a passion for early learning and trauma-informed care, serving multicultural and economically diverse communities. They are advocates for staff and children, skilled at bridging policy and practice to deliver exceptional education and support. With a proven ability to navigate complex systems, they drive meaningful change while fostering trust and clarity through open, honest communication with stakeholders.

Resilient and adaptable, they maintain positivity in the face of challenges and change. They are also deeply committed to creating an inclusive environment that values respect, collaboration, and growth.

Opportunities For Impact

- Ensure program excellence, service delivery, and access for students and their families.
- Recruit, mentor, develop, manage, and empower a high-performing team.
- Negotiate, manage, steward, and expand complex, multiyear government contracts.

What You Bring

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. Wellspring ELC is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- Bachelor's degree in Early Childhood Education or related field with at least 45 credits in Early Childhood Education.
- A broad understanding of all aspects of leading and operating a publicly funded ELC.
- Demonstrated success managing a licensed early learning center, including hiring, staff development, budgeting, regulatory compliance, and quality programming.
- Strong verbal and written communication skills at all levels of the organization and with external constituents.



- Highly organized with strong prioritization skills and excellent follow-up and follow-through.
- An outlook centered on valuing differences and embracing opportunities to learn about and respect different generational, cultural, and socio-economic backgrounds.
- Experience fostering an open, innovative, evolving, committed culture that values honesty, integrity, and reliability.
- Expertise in Trauma-Informed Care practices.
- High emotional and social intelligence coupled with the ability to build and cultivate internal and external relationships to increase organizational capacity, capabilities, reach, and positive impact.
- Proficient in staff supervision, feedback, and performance management.
- A deep commitment to antiracism, racial, social, and gender justice in the broader community and a track record of implementing policies and practices to achieve greater equity.
- Skilled in financial management, contract compliance, and technology tools (Microsoft Office Suite).
- Bilingual proficiency preferred.
- Ability to lift and move children or equipment up to 40 pounds preferred.
- Must live in Washington State upon start date.

Compensation and Benefits

This is a full-time exempt, on-site position based in Seattle, Washington, with an annual salary of \$101,000.

Wellspring offers a comprehensive benefits package, including employer-paid medical, dental, life, and long-term disability coverage, flexible spending account (FSA), EAP, a 403b retirement plan, as well as 30 days PTO and 10 paid holidays. Public service loan forgiveness program eligibility.

Wellspring Family Services is an Equal Opportunity Employer committed to a diverse and accessible workplace. We encourage applications from BIPOC individuals, all gender identities, immigrants, veterans, persons with disabilities, and former clients. For disability accommodation, contact us directly.

To Be Considered

The position is open until filled and initial interviews will begin by early February, although we highly encourage applying as soon as possible.

Please submit a resume and cover letter as a single WORD or PDF document addressed to Chief Program Officer, Bevette Irvis at: valtasgroup.hire.trakstar.com/jobs/fk0ppqd. You may direct questions to Amy Burton at amy@valtasgroup.com or Liz Swanson at liz@valtasgroup.com.





About Valtas Group

We are proud of our work as **Interim Executive Directors**, supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change.

We **lead the search process** in **partnership with the board** and staff leadership to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs.

Contact us to learn about our **executive interim and placement services** and keep your organization moving during any transition or major change.

Our mission is guiding leadership transitions for social enterprises

CONTACT US



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