



Fuente Latina
Managing Director
Remote/Miami, Florida, USA

Background

Since its founding in 2012, Fuente Latina has ensured Spanish-language media across the globe, including TV, radio, print, and social media influencers, have the facts they need to accurately cover Israel, the Middle East, and the Jewish world. Fuente Latina is not a news agency. It is a U.S. based, non-profit, non-governmental media organization that embraces a non-partisan approach to their work. Individual members of staff and leadership represent a range of political, cultural, and religious perspectives, and are united in their shared passion for letting the facts speak for themselves.

Now the number one source for Spanish speaking media covering Israel, with offices in Jerusalem, Madrid, Mexico City, Miami, and Los Angeles, Fuente Latina facilitates media stories for 600 million Spanish speakers worldwide, providing breaking news coverage, expert interviews, story packages, and media training. They offer media education fellowships and helicopter and ground tours and have thus far brought more than 300 journalists and influencers to explore Israel, meet experts and newsmakers in many fields, and gain the kind of first-hand experience all journalists should have to report on the Middle East.

Fuente Latina is the brainchild of founder and CEO Leah Soibel, an Argentinian American, Middle East expert. While covering the Arab world in Jerusalem, she noted that global Latino media networks have very few correspondents on the ground in Israel, and Israel does not have a Spanish language news network of its own. Soibel stepped in to fill that gap, creating Fuente Latina to serve as a credible source of information to counter the many voices attempting to delegitimize the Jewish state.

Among its accomplishments, the organization's work has yielded TV Emmy wins, multiple nominations for major U.S. Spanish-language Networks, and a prestigious Associated Press Broadcasting Award for a South Florida TV correspondent.

Fuente Latina is in a solid financial position with a budget that has recently reached approximately \$2 million and is supported by a staff of twelve in the United States, Spain, Israel, and Mexico.

More information about Fuente Latina can be found at: www.fuentelatina.org

Position

Fuente Latina is in growth mode, continuously adapting to the ever-evolving needs of the media. They have recently launched Activista Media (AM), a platform to reach US English-speaking Millennials, Gen Zers, and social media influencers, and are poised for further expansion. The organization is rapidly transitioning from a resource provider to a content producer, creating both new organizational opportunities and challenges. In response,

Fuente Latina is seeking a strong manager of both people and systems to serve as their inaugural Managing Director.

Reporting to the Founder/CEO and working closely with the Board of Directors, the Managing Director will serve as the organization's internal professional leader, responsible for administering all day-to-day operations and people management, with an eye towards building out and onboarding an exceptional administrative support team. The Managing Director will optimize and oversee global operations, workflow, and processes, and serve as a strategic partner to the Founder/CEO and Board in setting the course for sustained growth. In addition, this person will supervise, inspire, and unify a talented, passionate staff that work remotely across the globe, and will be a critical voice in setting the tone, nurturing Fuente Latina's culture as one that fosters collaboration, communication, and a sense of shared ownership.

A full operational assessment is a priority, with recommendations for the best platforms, tools, and tech for the organization's growing communication, content production, and data gathering needs, as well as working with the Founder /CEO and staff to codify standard operating procedures, editorial and HR policies.

The position requires a results-oriented leader with a high EQ who relates comfortably with diverse groups of people across levels, functions, culture, and geography, engenders trust, and approaches the work with warmth, conviction, and a good sense of humor.

This is a unique opportunity for an operationally savvy, bi-lingual, senior leader with a passion for Fuente Latina's mission and the temperament and drive to help them attain new heights as an innovative, leading, 21st century media organization.

Responsibilities

Strategic Leadership

- Provide leadership oversight and administrative direction to the organization in the United States, Spain, Israel, and Mexico.
- Establish and implement effective and efficient financial, budgeting, management and administrative processes, policies, and procedures with an eye to continuously developing and improving systems that will scale with growth and enable Fuente Latina to achieve its long-and short-term goals and objectives.
- Collaborate with the Founder/CEO and Board to craft and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with Fuente Latina's core mission.
- Provide direction, oversight, and coordination related to organization-wide technology planning and utilization. Align and prioritize IT goals and projects with organizational objectives and strategies.

- Work closely with the Founder/CEO and Board to oversee the financial health of the organization including developing long and short-range financial plans and setting financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff and aligns with its mission and strategic plan.

Team Management

- Provide inspirational leadership, direction, and supervision to a growing, global, senior management team and staff; create opportunities for and reward professional development and growth.
- Facilitate cross-departmental collaboration and strengthen internal communications with and between staff.
- Create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs; ensure the team feels connected to organizational priorities and are kept abreast of decisions made at the senior leadership level.
- Define and uphold the organizational talent structure, ensuring all staff have clear roles and responsibilities, established lines of communication and reporting, work collaboratively, and have the tools and support to do their jobs well.
- Optimize and oversee workflow; project manage, run meetings, and create a global workflow calendar with realistic timelines ensuring everyone has sufficient clarity and runway to do their part.
- Attract, hire, retain, and promote qualified professionals for key positions within a growing team.

Operations and Financial Management

- Direct all daily internal operations, ensuring the continued development and management of a professional and efficient organization.
- Assess, recommend, implement, and evaluate operational policies and procedures necessary for growth. Ensure compliance with local, federal, and state regulations, and laws governing business operations in other countries.
- Optimize tools and systems to report, measure, and support operations including communication, financial management, and data storage and reporting systems.
- Work closely with the Founder/CEO to monitor the budget and present financial metrics both internally and externally, including the annual audit process.
- Support fundraising efforts by leading the process of tracking, reporting and acknowledgement of foundation and individual donor funds, and supervising grant writer and marketing professionals.
- Develop and administer the human capital strategy, performance evaluation system, and HR protocol including compensation, benefits, and bonus policies and guidelines; work with the organization's outside counsel to ensure Fuente Latina policies comply with local employment laws.

- Ensure a secure and quality IT infrastructure for the effective delivery of IT services across the organization without interruptions.
- Build and manage relationships with companies that supply services and products to the organization. Establish templates for engaging vendors; ensure that vendors meet or exceed their contractual obligations.

Qualifications

- Mature and proactive nonprofit senior leader with demonstrated experience leading and mentoring teams and building an internal infrastructure to support a mission. If coming from the for-profit world, prior nonprofit work or board experience is required.
- Excellent manager and developer of talent; ability to smooth ruffled feathers, work with strong personalities, and give people the freedom to run with ideas.
- Ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills, which support and enable sound decision making.
- Skill in examining, developing, reengineering, and recommending financial, HR, technology and other policies and procedures.
- Track record of success managing and implementing complex, organization-wide projects.
- Financial acumen: able to help set financial priorities and assist in the design, preparation, and analysis of budgets with respect to variances and performance.
- Strong commitment to the professional development of staff; demonstrated track record of identifying, attracting, and retaining top talent.
- Excellent interpersonal and coalition building skills with an ability to partner with professional and lay leaders, obtain buy-in for ideas, and communicate in a manner that garners trust.
- Able to work comfortably and collaboratively with individuals across a range of cultural, political, ideological, and religious faiths, affiliations, and identities; understanding of Israel and Jewish values.
- Excellent oral and written communication skills; fluent in Spanish and English.
- Media/content production knowledge a plus.
- Miami-based or willing to relocate to Miami strongly preferred.

Salary

The salary range for this position is \$140,000–\$170,000 per annum commensurate with experience, plus benefits which include health and dental coverage.

This position description is based upon material provided by Fuente Latina, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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