



MONAT Gratitude - Development Assistant (Administrative Assistant)

Company Overview

MONAT Gratitude is more than just doing a job. We have a unique opportunity to instill the values of gratitude and giving back in our greater community. We are inspired to take action and inspire others to join the movement. Together, we can unite and inspire the world through Gratitude.

A vibrant company culture founded on the pillars of family, gratitude, and service. A portfolio of international brands dedicated to innovation in the personal beauty industry. A diverse team of talented professionals, united in their vision of achievement and growth. Welcome to Alcora.

Built upon the foundation of four brands united in purpose—L'EUUDINE Global, MONAT, Project Beauty and B&R Products, Inc.—Alcora is perfectly positioned to lead the beauty and wellness industries in Latin America, North America, and beyond for decades to come. With its headquarters and manufacturing facilities located in the spectacular city of Miami, Alcora boasts an energetic, exciting corporate culture and a family of passionate professionals who thrive on the pursuit of excellence.

Job Summary

This role will be responsible for supporting the organization and administrative tasks related to corporate philanthropy initiatives for MONAT Gratitude Inc. and the MONAT Gratitude department of MONAT Global. This person will provide office and administrative support to the Gratitude team and is vital to the smooth operations of the organization. Responsible for confidential and time sensitive material.

This position requires strong organizational skills and an ability to prioritize as well as multi-task.

Responsibilities

- Work with organization director to establish best database management practices and maintain accurate and updated donor database.
- Once a donor has contributed a monetary gift, or an in-kind contribution, assure that their gift is properly processed, recorded and that the contribution is recognized in a timely and appropriate manner.
- Process invoices and payments for vendors and nonprofit organizations in a time sensitive manner.

- Maintain records of monetary donations, in kind contributions and impact numbers related to the MONAT Gratitude mission and vision.
- Contribute to extensive team projects by supporting logistical tasks and contributing as needed. Tasks can include nonprofit partner outreach, securing photos and impact numbers, and coordinating logistics.
- Effectively communicate and respond via phone and email to donation inquiries, requests for more information, and to potential sponsors or partners.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of Gratitude team to recognize or demonstrate gratitude to donors, notable volunteers or other community members as directed.
- Support Gratitude Team by developing and update administrative systems to make the systems more efficient and productive.
- Assist team in implementing strategies for encouraging new donors to engage with and join the MONAT Gratitude movement.
- Handle sensitive information in a confidential manner.

Qualifications

Bachelor's (preferred). Computer literate and technologically proficient in standard word processing, spreadsheet and database software applications. Proficient in Microsoft Office Suite, highly organized and motivated and excellent written and verbal communication skills. Strong work ethic and experience in a fast-paced environment. Excellent customer service attitude.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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