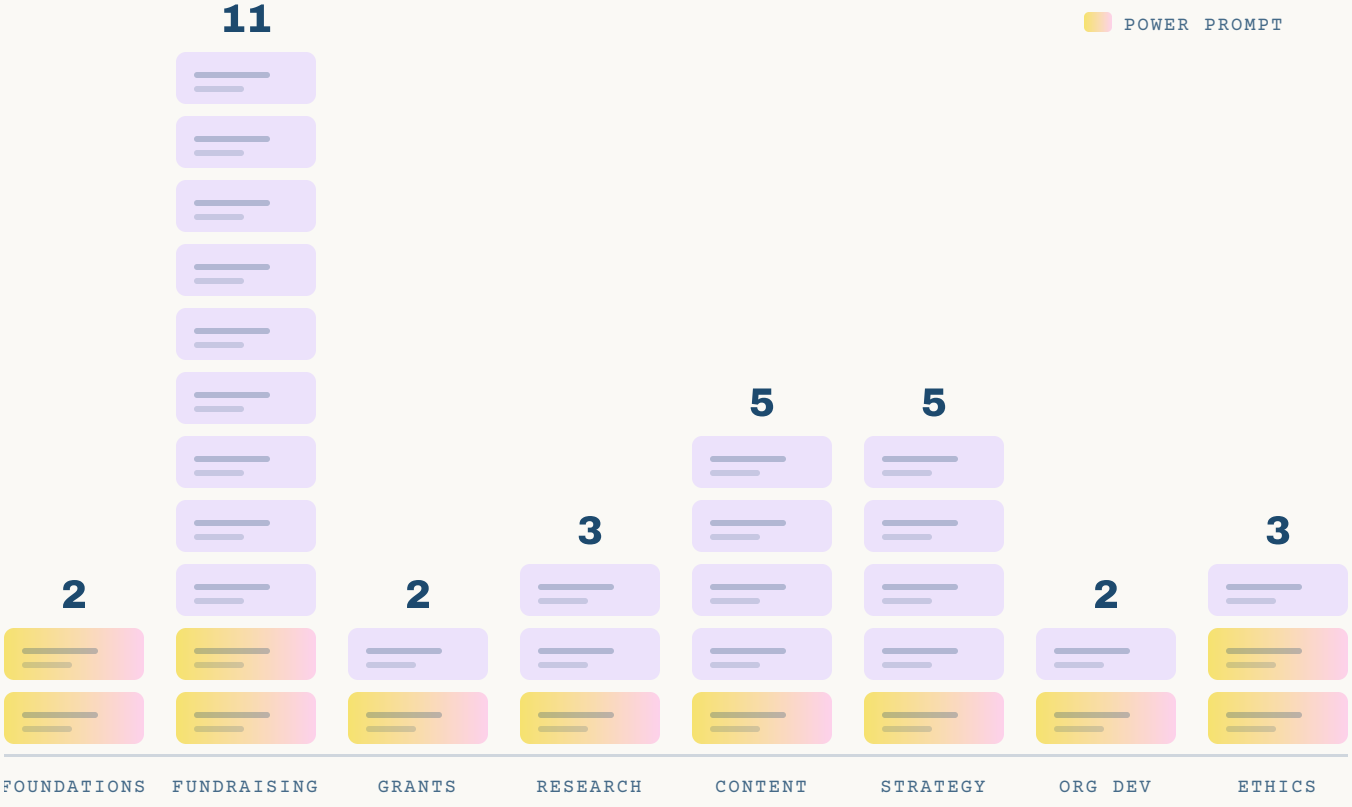
THE NONPROFIT AI STARTER PACK

THE NONPROFIT AI PROMPT VAULT

33 prompts across eight categories to transform your nonprofit with AI

33	8	11
PROMPTS	CATEGORIES	POWER PROMPTS



START HERE

HOW TO USE THIS VAULT

Every prompt comes in one of two forms:

STANDARD PROMPT

Standard Prompts are built for speed. Copy, fill in 2-4 fields, paste. Solid first draft in under a minute. Like the $20 thank-you note.

POWER PROMPT

Power Prompts are built for depth. They ask for real data about your specific situation. 5-10 minutes to fill out, significantly better output. Like the $10,000 first major gift letter.

Start with Prompts #1 and #2. These are Power Prompts only, and that's intentional. They build your Organizational Context and Voice & Tone Guide: the foundation every other prompt depends on. Save those outputs to a markdown (.md) file and paste them at the start of every AI conversation. Then add any prompt from this vault. It's three prompts in one every time you use it, no matter if it's a Standard or Power Prompt.

YOUR 8 PROMPT CATEGORIES

01	**Foundations** The context documents that power everything else	2 prompts (2 power)
02	**Fundraising** Appeals, thank-yous, proposals, and donor communications	11 prompts (2 power)
03	**Grants** LOIs, narratives, and grant-specific drafting	2 prompts (1 power)
04	**Prospect Research** Research briefs, meeting prep, and ask practice	3 prompts (1 power)
05	**Content & Marketing** Social media, impact reports, and board summaries	5 prompts (1 power)
06	**Strategy & Leadership** Retention analysis, campaign debriefs, and weekly planning	5 prompts (1 power)
07	**Org Development** Board prep and institutional knowledge management	2 prompts (1 power)
08	**Ethics & Governance** AI policies, safety frameworks, and guardrails	3 prompts (2 power)

Throughout this vault, highlighted text marks the fields you fill in. Everything else is an instruction for the AI. Outlined tags like `[NEEDS DATA]` are the flags the AI uses to mark gaps for you.

01

CATEGORY 1 OF 8

FOUNDATIONS

The context documents that power everything else

2 PROMPTS · 2 POWER

01	Organizational Context	POWER
02	Brand Voice & Tone Guide	POWER

01
#01-P

FOUNDATIONS

ORGANIZATIONAL CONTEXT

POWER PROMPT

This is your most important prompt. It builds the foundational context document that powers every other prompt in this library. Think of it as the briefing packet you hand to a new staff member on day one. Once you build it, you paste it at the top of almost every AI conversation.

COPY THIS PROMPT #01-P

CONTEXT:

Organization name:
Mission statement:
Organization type (e.g., faith-based human services, community health center, higher education, arts and culture):
Location (city, state):
Key programs (list 2-4 with a one-sentence description each):
Vision statement:
Year founded:
Annual operating budget (approximate range):
Number of staff (approximate):

CURRENT CAMPAIGN (leave this section blank if not applicable):

Campaign name:
Campaign type (capital / comprehensive / annual / planned giving):
Campaign goal:
Campaign timeline:
Campaign status (e.g., in silent phase, stalled at 60%, approaching public phase):
Key priorities or naming opportunities:

VOICE AND TONE:

Paste 1-2 paragraphs from a communication piece that represents your best writing. An appeal letter, a case statement section, a donor email. This gives the AI a voice sample to match:

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing. Start with the most critical gap.

TASK:

Create a clean, well-organized context document I can paste into future AI conversations. Organize it under clear headers: Organization Overview, Programs, Current Campaign, Voice and Tone Notes. Keep it concise. Aim for one page. Write it as reference material, not as a narrative.

CONSTRAINTS:

- Do not embellish or invent details I have not provided.
- Do not use generic nonprofit language ("making a difference," "changing lives," "holistic," "empower").
- If anything I provided is vague, flag it and suggest what I should clarify.
- Flag any gaps with `[NEEDS DATA]`.

FORMAT:

A clean document with headers and short paragraphs or bullet points. Something I can copy and paste into the beginning of any future AI conversation.

02
#02-P

FOUNDATIONS

BRAND VOICE & TONE GUIDE

POWER PROMPT

Analyzes your existing communications and produces a voice and tone guide the AI can follow. Instead of getting generic nonprofit-speak, you get output that sounds like your org wrote it.

COPY THIS PROMPT #02-P

CONTEXT:

Writing sample 1, label (e.g., "Annual appeal letter, November 2024"):
Paste the full text here:
Writing sample 2, label:
Paste the full text here:
Writing sample 3, label:
Paste the full text here:
Writing sample 4, label:
Paste the full text here:
Writing sample 5, label:
Paste the full text here:
Our primary audiences (who do we write for most often?):
Anything we know we want to sound like or not sound like:

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing. Start with the most critical gap.

TASK:

Analyze these writing samples and produce a voice and tone guide with these sections:

1. Voice summary: 2-3 sentences describing how this org sounds at its best
2. Tone characteristics: 4-6 descriptors with a one-sentence explanation of each
3. Sentence style: short or long, formal or conversational, fragments acceptable, what is the rhythm
4. Words and phrases we use: specific language that appears across multiple samples
5. Words and phrases we avoid: based on what is NOT in these samples, identify generic nonprofit language this org does not use
6. Sample instruction block: a 3-4 sentence instruction I can paste into any future AI prompt that says "write in our voice" effectively

CONSTRAINTS:

- Base everything on the actual samples. Do not invent characteristics I have not demonstrated.
- Be specific. "Professional but approachable" is too generic. "Direct sentences, rarely more than 20 words, with warmth that shows up in specific details about people rather than abstract mission language" is useful.
- If the samples are inconsistent, flag that and tell me which voice feels strongest.
- Do not fabricate examples. Pull directly from what I provided.

FORMAT:

A clean document with numbered sections and headers. The sample instruction block at the end should be ready to copy and paste into other prompts.

02

CATEGORY 2 OF 8

FUNDRAISING

Appeals, thank-yous, proposals, and donor communications

11 PROMPTS · 2 POWER

03	Case for Support Draft	STANDARD
03	Case for Support Draft	POWER
04	Major Gift Proposal Draft	STANDARD
04	Major Gift Proposal Draft	POWER
05	Year-End Appeal: Lapsed Donor	STANDARD
06	Donor Thank You Letter: First Major Gift	STANDARD
07	Donor Thank You Letter: Recurring Donor	STANDARD
08	Campaign Update Email	STANDARD
09	Sponsorship Proposal	STANDARD
10	Event Follow-Up Email	STANDARD
11	Monthly Giving Program Launch Copy	STANDARD
12	Planned Giving Introduction Letter	STANDARD
13	New Donor Welcome Series Planner	STANDARD

03
#03

FUNDRAISING

CASE FOR SUPPORT DRAFT

STANDARD PROMPT

A focused version of the Case for Support prompt. Covers the essentials so you can draft a solid case quickly with your foundational context in place.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #03

Write a case for support for our org. The need we address is [describe the problem your org addresses, with data]. Our approach is [how your org addresses this need]. Our track record includes [at least one real program outcome with numbers]. Here is an impact story to weave in: [a participant story or quote]. Target length: [1,000 / 1,500 / 2,000 words]. Open with the need grounded in data, introduce the org as the credible answer, demonstrate track record with specific outcomes, present what new investment makes possible, weave in the story, and close with a confident invitation to invest. Do not use "make a difference," "change lives," or "holistic." Do not write a history of the org. Donors invest in the future. Do not fabricate statistics; flag gaps with `[NEEDS DATA]`. Use section headers: opening, need, approach, track record, opportunity, story, closing invitation.

03
#03-P

FUNDRAISING

CASE FOR SUPPORT DRAFT

POWER PROMPT

Drafts or refines your case for support. The foundational document that anchors every fundraising conversation, campaign piece, and donor communication. A strong case answers one question for the donor: why should I invest in this org right now?

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #03-P

CONTEXT:

The need your org addresses (describe the problem with data):
Your approach (how your org addresses this need):
Track record (at least one real program outcome with numbers):
Impact story (a participant story or quote):
Target length (1,000 / 1,500 / 2,000 words):
The opportunity (what will new investment make possible?):
Purpose of this case (master narrative / campaign case statement / donor leave-behind / grant foundation):
Campaign name:
Campaign goal:
Campaign timeline:
Naming opportunities or gift levels:

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing. Start with the most critical gap.

TASK:

Draft a case for support that:

1. Opens with the need, specific and grounded in data
2. Introduces the org as the credible answer to that need
3. Demonstrates track record with specific outcomes
4. Presents the opportunity (what investment makes possible)
5. Weaves in the participant story naturally
6. Closes with a clear, confident invitation to invest

CONSTRAINTS:

- Do not use "make a difference," "change lives," "holistic," or "empower."
- Do not write a history of the org. Donors invest in the future.
- Do not fabricate or inflate statistics. Flag gaps with `[NEEDS DATA]`.
- No em dashes. Use "org" instead of "organization" at least once. Short sentences.

FORMAT:

Narrative prose with clear section headers. Opening, need, approach, track record, opportunity, story, closing invitation.

04
#04

FUNDRAISING

MAJOR GIFT PROPOSAL DRAFT

STANDARD PROMPT

A focused version of the Major Gift Proposal prompt. Gets you to a strong personalized draft quickly when your foundational context is already set.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #04

Write a personalized major gift proposal letter (400-600 words). The donor's first name is [donor first name]. Here is a summary of our relationship: [relationship summary, e.g., "Board member for 3 years, gave $10K last year, passionate about youth education"]. The campaign or project is [campaign or project name and one-sentence description]. The ask amount is [ask amount]. What this specific gift makes possible: [describe the impact]. Open with a personal reference to the relationship or last conversation, connect their values to the project's purpose, state the ask clearly with specific impact, include a next step, and close warmly. Do not fabricate personal details or outcomes; flag gaps with `[NEEDS DATA]`. Professional letter format.

04
#04-P

FUNDRAISING

MAJOR GIFT PROPOSAL DRAFT

POWER PROMPT

Builds a personalized major gift proposal from donor research notes and campaign details. Produces a document your development director can customize and send. The AI gathers details from you before it writes.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #04-P

CONTEXT:

Donor first name:

Relationship summary (e.g., "Board member for 3 years, gave $10K last year, passionate about youth education"):

Campaign or project name and one-sentence description:

Ask amount:

What this specific gift makes possible:

Known interests or values beyond your org:

Last interaction (when, what you discussed):

Timeline (when funds are needed):

Recognition opportunity (naming, event, report mention, or "donor prefers anonymity"):

Next step you want to propose (meeting, call, visit):

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing. Start with the most critical gap.

TASK:

Write a major gift proposal letter (400-600 words) that:

1. Opens with a personal reference to your relationship or last conversation
2. Connects their values to the project's purpose
3. States the ask clearly with specific impact
4. Includes a next step (meeting, call, visit)
5. Closes warmly with genuine appreciation

CONSTRAINTS:

- Do not fabricate personal details, outcomes, or statistics. Flag gaps with `[NEEDS DATA]`.
- Do not use "make a difference," "change lives," "holistic," or "empower."
- Tone: personal, confident, not transactional. No guilt language.
- No em dashes. Use "org" instead of "organization" where natural. Short sentences.

FORMAT:

Professional letter format. Opening, values alignment, the ask with impact, next step, warm closing.

05
#05

FUNDRAISING

YEAR-END APPEAL: LAPSED DONOR

STANDARD PROMPT

Writes a personalized year-end appeal letter to re-engage a donor who has lapsed. Built to feel personal, not mass-produced. The AI gathers the details it needs from you before it writes.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #05

Write a personalized year-end appeal letter to re-engage a lapsed donor. The donor's name is [donor name] (use [preferred salutation]). Their last gift was [last gift amount and date]. I want to ask for [ask amount and what it funds]. The urgency driver is [matching gift, deadline, or campaign milestone]. Here is a program story connected to their interests: [a story or outcome, 2-3 sentences]. Acknowledge their past generosity without guilt-tripping the lapse. Share a specific update about the program they care about. Make the ask clear and tied to what it funds. Include the urgency driver naturally, not as a gimmick. End with a P.S. line reinforcing the urgency. Do not use "make a difference," "change lives," or the word "ask." Frame the gift as an opportunity. Do not fabricate outcomes; flag gaps with [NEEDS DATA]. Letter format, 3-4 short paragraphs, warm closing with signer name, include a P.S.

06
#06

FUNDRAISING

DONOR THANK YOU LETTER: FIRST MAJOR GIFT

STANDARD PROMPT

Writes a personal thank-you letter to a donor who just made their first major gift. The tone matters enormously. This letter sets the foundation for the entire stewardship relationship.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #06

Write a personal thank-you letter for a donor who just made their first major gift. The donor's name is [donor name] (use [preferred salutation]). They gave [gift amount] to [gift designation / fund or program]. The letter should be signed by [signer name and title]. Express genuine gratitude without being performative. Connect their specific gift to a tangible outcome. Acknowledge something personal so it does not read like a form letter. Invite continued connection, but this is a thank-you, not a solicitation. Do not hint at future giving. Do not use "your generous gift" more than once, and do not use "make a difference" or "change lives." Do not fabricate outcomes or personal details; flag gaps with [NEEDS DATA]. Letter format, 2-3 short paragraphs, warm closing.

07
#07

FUNDRAISING

DONOR THANK YOU LETTER: RECURRING DONOR

STANDARD PROMPT

Recurring donors are your most loyal supporters, and they are often the most under-thanked. This prompt writes a letter that acknowledges their sustained faithfulness and deepens the relationship.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #07

Write a personal stewardship letter for a loyal recurring donor. The donor's name is [donor name] (use [preferred salutation]). They give [recurring gift amount and frequency, e.g., $50/month] and have been giving since [date or year]. A specific program outcome their sustained giving has supported: [describe the outcome]. Thank them for their consistency, not just a single gift. Quantify what their cumulative giving has helped accomplish. Include one story or update from the program they care about. Invite a low-pressure connection point like a tour, coffee, or event. Do not ask for an increased or additional gift. This is stewardship. Do not fabricate outcomes; flag gaps with `[NEEDS DATA]`. Letter format, 3-4 short paragraphs, warm closing, under 300 words.

08
#08

FUNDRAISING

CAMPAIGN UPDATE EMAIL

STANDARD PROMPT

Writes a campaign progress update email that builds momentum, celebrates milestones, and moves your audience toward the next gift or action. Works for capital campaigns, comprehensive campaigns, and annual fund drives.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #08

Write a campaign update email. The campaign is [campaign name] with a goal of [campaign goal]. We have raised [raised to date] so far. The milestone or story anchoring this update is: [describe in 2-4 sentences]. The one action I want readers to take is [describe the CTA]. Open with energy: lead with the milestone, not "I'm writing to share an update." Share progress in a way that creates momentum. Include the story so it feels vivid and human. Close with a single, clear call to action. Do not use "exciting." Show the excitement through the story. Subject line under 50 characters and specific. Do not fabricate outcomes; flag gaps with `[NEEDS DATA]`. Format: subject line, then email body, short paragraphs, end with CTA and signer name.

09

#09

FUNDRAISING

SPONSORSHIP PROPOSAL

STANDARD PROMPT

Builds a tailored sponsorship proposal from your event or program details and the prospect's business priorities. Produces a document your development team can customize and send. The AI will ask you for anything it needs before it writes.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #09

Write a sponsorship proposal (500-700 words). The event or program is [event/program name] on [date] at [location]. Sponsorship levels: [list levels with pricing and benefits for each tier]. The prospect company is [company name]. What the prospect gets: [audience reach, brand visibility, alignment]. Open with what the sponsor gains, not what our org needs. Connect the sponsor's brand to our audience and mission specifically. Present sponsorship levels clearly with tangible benefits. Include a custom angle for this specific prospect. Close with a clear next step: a meeting, call, or site visit. Do not lead with our financial need; this is about ROI for the sponsor. Do not fabricate data; flag gaps with `[NEEDS DATA]`. Professional letter format with sponsorship levels as a formatted list.

10

#10

FUNDRAISING

EVENT FOLLOW-UP EMAIL

STANDARD PROMPT

Turns raw event notes into a personalized follow-up email that converts attendees into donors, volunteers, or advocates within 48 hours.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #10

Write a follow-up email (under 250 words) for a recent event. The event was [event name] on [event date]. It was a [event type: gala / open house / volunteer day / fundraiser]. Here are 2-3 memorable moments from the event: [describe them]. The follow-up goal is [make a gift / sign up to volunteer / share on social / attend next event]. Open with a specific moment from the event, not "thank you for attending." Connect that moment to the org's mission in one sentence. Make a clear, single ask tied to the follow-up goal. Close with warmth. Do not fabricate details about the event; flag gaps with `[NEEDS DATA]`. Subject line under 50 characters, short paragraphs, single CTA.

11

#11

FUNDRAISING

MONTHLY GIVING PROGRAM LAUNCH COPY

STANDARD PROMPT

Creates a complete monthly giving program launch package: landing page copy, email announcement, and social post, all from a single prompt.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #11

Create three pieces of launch content for a monthly giving program. Monthly giving levels with impact at each level: [list levels and what each provides, e.g., "$25/month provides school supplies for one child for a year"]. One beneficiary story (2-3 sentences): [paste story]. Launch date: [date]. Piece 1: landing page copy (300-400 words) with a headline focused on the donor's role, the beneficiary story, giving levels with impact statements, and a 3-question FAQ. Piece 2: launch email (200 words max) with a subject line under 50 characters, opening with "why now," and a single CTA button text. Piece 3: social media post (under 150 words). All three must use the same core message. Do not fabricate outcomes; flag gaps with `[NEEDS DATA]`. Format: three clearly labeled sections.

12

#12

FUNDRAISING

PLANNED GIVING INTRODUCTION LETTER

STANDARD PROMPT

Writes a warm, non-pushy letter introducing planned giving to a long-term donor. This is the conversation starter, not the close. The goal is to plant the seed and invite a conversation, not ask for a bequest commitment.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #12

Write a planned giving introduction letter (250-350 words). The donor's first name is [donor name]. They have been giving for [how long]. The planned giving vehicle to introduce is [name the vehicle]. Why this donor is a good fit: [explain your reasoning]. Open with genuine gratitude for their years of giving. Be specific, not generic. Connect their giving history to the org's long-term vision. Introduce the planned giving concept naturally, without legal jargon. Name the vehicle briefly in plain language. Invite a no-pressure conversation: coffee, phone call, or lunch. Close warmly with a personal touch. Do not include legal language, tax advice, or estate planning mechanics. This is a relationship letter. Do not make it sound like the donor is dying. Do not use "legacy gift." Use "planned gift" or describe the vehicle in plain English. Do not fabricate data; flag gaps with `[NEEDS DATA]`. Letter format, 3-4 paragraphs, include a P.S. that is personal, not transactional.

13
#13

FUNDRAISING

NEW DONOR WELCOME SERIES PLANNER

STANDARD PROMPT

Designs a 5-email welcome series for first-time donors that builds connection, demonstrates impact, and sets up the second gift before the first one is forgotten.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #13

Design a 5-email welcome series for new donors. Key program areas (2-3): [list them]. One beneficiary story (2-3 sentences): [paste story]. The second ask goal is [monthly giving / attend event / volunteer / second gift at year-end]. The five emails: Day 0: thank you and immediate impact. Day 3: story and mission depth. Day 7: behind the scenes. Day 14: community and belonging. Day 30: soft second ask. For each email provide: subject line (under 50 characters), preview text (under 90 characters), full email copy (under 200 words each), and CTA button text. Voice should be warm, specific, and grateful without gushing. Do not fabricate outcomes; flag gaps with `[NEEDS DATA]`. Format: five clearly labeled emails.

03

CATEGORY 3 OF 8

GRANTS

LOIs, narratives, and grant-specific drafting

2 PROMPTS · 1 POWER

14	Grant Narrative Draft	STANDARD
14	Grant Narrative Draft	POWER
15	Grant LOI (Letter of Inquiry)	STANDARD

14
#14

GRANTS

GRANT NARRATIVE DRAFT

STANDARD PROMPT

A focused version of the Grant Narrative prompt. Quickly drafts a narrative section when you have the funder's question and your key program data.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #14

Write a grant narrative responding to a specific funder question. The funder is [funder name] and the grant program is [grant program name]. The question(s) to answer: [paste the exact question(s) from the application]. Word or character limit: [limit]. The program is [program name], serving [population served] to address [need or problem, with at least one data point]. Key outcomes: [list measurable outcomes]. Budget request: [amount and what it covers]. Mirror the funder's language and priorities. Lead with the need, then the program as the response. Include at least one measurable outcome per paragraph. Do not exceed the word limit. Do not fabricate data; flag gaps with [NEEDS DATA].

14
#14-P

GRANTS

GRANT NARRATIVE DRAFT

POWER PROMPT

Drafts a section of a grant narrative tailored to a specific funder's guidelines and priorities. Gives you a strong first draft you can refine, fact-check, and submit.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #14-P

CONTEXT:

Funder name:
Specific question(s) to answer (paste the exact question(s) from the application):
Word or character limit:
Program name:
Population served (who, how many, geographic area):
Need or problem addressed (with at least one real data point):
Key outcomes or metrics (what you measure and results):
Budget request amount and what it covers:
Funder's stated priorities (paste or summarize):
Grant program name:
Past relationship with this funder:
Program description (2-3 sentences):

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing. Start with the most critical gap.

TASK:

Draft a narrative response that:

1. Directly addresses what the funder asked, in the order they asked it
2. Leads with the community need, grounded in specific data
3. Positions the org as credible and experienced
4. Connects to the funder's stated priorities (if provided)
5. Is specific about outcomes and how you measure them

CONSTRAINTS:

- Stay within the word or character limit.
- Do not fabricate statistics. Use only the data I provided. Flag gaps with `[NEEDS DATA]`.
- Do not use "make a difference," "underserved communities," "holistic approach," or "empower."
- Match the funder's tone if you can infer it from their question wording.
- No em dashes. Use "org" instead of "organization" at least once.

FORMAT:

Grant narrative prose organized by the funder's questions. Flag any gaps with `[NEEDS DATA]`.

15
#15

GRANTS

GRANT LOI (LETTER OF INQUIRY)

STANDARD PROMPT

Writes a concise letter of inquiry to a foundation or funder, tailored to their specific priorities. An LOI is your first impression with a funder. It needs to be tight, clear, and compelling enough to earn an invitation to submit a full proposal.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #15

Write a letter of inquiry (one page unless otherwise specified). The funder is [funder name]. Their stated priorities are: [paste or summarize]. The project or program is [project name]. What it does: [2-3 sentences]. Who it serves: [population, numbers, geography]. Request amount: [amount]. What the funding covers: [describe]. Key outcomes (2-3 measurable outcomes): [list them]. Open with a compelling statement of need connected to the funder's priorities. Briefly introduce the org (1-2 sentences). Describe the project concisely with specific outcomes. State the ask clearly. Close with a confident invitation to continue the conversation. Do not write a full proposal. An LOI is a door-opener. Do not use "unique" to describe your org. Do not fabricate any connection to the funder; flag gaps with `[NEEDS DATA]`. Letter format.

04

CATEGORY 4 OF 8

PROSPECT RESEARCH

Research briefs, meeting prep, and ask practice

3 PROMPTS · 1 POWER

16	Prospect Research Brief	STANDARD
16	Prospect Research Brief	POWER
17	Meeting Prep: Major Donor Visit	STANDARD
18	AI Rehearsal Partner: Major Gift Ask Practice	STANDARD

16
#16

PROSPECT RESEARCH

PROSPECT RESEARCH BRIEF

STANDARD PROMPT

A focused version of the Prospect Research prompt. Produces a quick research brief from the basics when you need donor intel fast.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #16

Create a one-page prospect research brief. The prospect is [prospect name]. What I already know: [what you already know about them]. Purpose of this research: [solicitation prep / cultivation / stewardship / event invite]. Using the information provided and reasonable inferences, build a brief covering: connection to our org, estimated capacity range, philanthropic interests, key relationships, and a recommended engagement approach. Mark anything inferred with `[INFERRED]` and anything unverified with `[UNVERIFIED]`. Do not fabricate information. Keep to one page with labeled sections.

16
#16-P

PROSPECT RESEARCH

PROSPECT RESEARCH BRIEF

POWER PROMPT

Builds a one-page prospect research brief from what you know and what is publicly available. Gives you a scannable document before a donor meeting or cultivation call.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #16-P

CONTEXT:

Prospect name:

What you already know about them (giving history, board service, relationship notes):

Purpose of this research (cultivation meeting, solicitation prep, event follow-up):

Prospect's employer or business:

Known philanthropic interests:

Connection to your org (who introduced them, how they found you):

Estimated capacity range:

Specific questions you want answered:

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing. Start with the most critical gap.

TASK:

Create a one-page prospect research brief with:

1. Overview (name, title, employer, public profile summary)
2. Philanthropic footprint (known giving, board service, causes)
3. Connection points (what connects them to your org's mission)
4. Conversation starters (3-4 topics based on their interests)
5. Strategic recommendation (how to approach, what to ask for, what to avoid)

CONSTRAINTS:

- Clearly mark anything inferred with `[INFERRED]` and anything you cannot confirm with `[UNVERIFIED]`.
- Do not fabricate biographical details or giving history.
- Do not include information that would only be available through private databases.
- Keep it to one page, scannable before a meeting.
- No em dashes. Use "org" instead of "organization" at least once.

FORMAT:

Five labeled sections. Brief, scannable, with clear flags on anything unverified.

17

#17

PROSPECT RESEARCH

MEETING PREP: MAJOR DONOR VISIT

STANDARD PROMPT

Goes beyond the research brief. Builds a full meeting prep document with talking points, ask strategy, conversation flow, and objection handling for high-stakes donor meetings.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #17

Create a meeting prep document for a major donor visit. The donor is [donor name]. This is a [solicitation / cultivation / stewardship] meeting. The meeting goal (what success looks like): [describe]. Attending from our side: [names and roles]. Build the prep as a framework, not a script. Include: an opening for the first 2 minutes, a transition from small talk to purpose, 3-4 listening questions to ask the donor, a 60-second verbal case summary, the ask with exact language including a pause, objection preparation for 2-3 likely responses, and closing scenarios for yes, need time, or decline. Write in natural spoken language, not formal prose. The ask should be direct and confident, not apologetic. Leave room for human judgment. Do not fabricate personal details; flag gaps with `[NEEDS DATA]`. Keep to 2 pages, seven labeled sections.

18

#18

PROSPECT RESEARCH

AI REHEARSAL PARTNER: MAJOR GIFT ASK PRACTICE

STANDARD PROMPT

Turns AI into a practice partner for donor solicitation conversations. You rehearse the ask, handle objections in real time, and get direct feedback on your performance. This is not a writing prompt. It is a simulation.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #18

I want to practice a major gift ask with you. Play the role of a donor in a solicitation rehearsal. Stay in character until I say "debrief." The donor's name is [donor name]. Their personality and communication style: [e.g., "analytical, asks tough questions, wants data" or "warm, relationship-first, hates being rushed"]. I am asking for [amount] toward [project or campaign]. During the role-play: respond naturally based on the personality described, push back where this donor would push back, do not make it easy, and if I stumble, stay in character and do not coach me mid-conversation. When I say "debrief": step out of character and tell me what I handled well, what I stumbled on, what I should do differently, the one thing most likely to close this gift, any moments where I sounded rehearsed, and any claims I should verify before the real meeting.

05

CATEGORY 5 OF 8

CONTENT & MARKETING

Social media, impact reports, and board summaries

5 PROMPTS · 1 POWER

19	Annual Report Narrative Builder	STANDARD
19	Annual Report Narrative Builder	POWER
20	Social Media Series from Campaign Story	STANDARD
21	Donor Impact Report Narrative	STANDARD
22	Board Meeting Fundraising Summary	STANDARD
23	Volunteer Recruitment Appeal	STANDARD

19
#19

CONTENT & MARKETING

ANNUAL REPORT NARRATIVE BUILDER

STANDARD PROMPT

A focused version of the Annual Report Narrative prompt. Drafts a section of your annual report from the essentials when your foundational context is set.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #19

Write the narrative sections of our annual report. Fiscal year: [fiscal year, e.g., "FY 2025"]. Programs to cover: [list programs]. Program data: [paste your outcome data by program]. A beneficiary or impact story: [paste story or quote]. Financial summary: [total revenue, donor count, key sources]. Forward-looking priority: [a goal for next year]. For each program, write a narrative section that weaves data into story. Open the report with a story, not a statistic. Close with the forward-looking statement. This is stewardship: no ask. Do not inflate numbers. Flag gaps with `[NEEDS DATA]`.

19
#19-P

CONTENT & MARKETING

ANNUAL REPORT NARRATIVE BUILDER

POWER PROMPT

Turns your year's worth of data, stories, and milestones into a compelling annual report narrative. Produces sections you can drop into your designer's template.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #19-P

CONTEXT:

Fiscal year:
Key program outcomes by program (paste your data):
At least one beneficiary or impact story (2-4 sentences):
Financial summary (total revenue, donor count, key sources):
A forward-looking priority or goal for next year:
Executive Director or board chair quote:
Number of programs or sections to cover:
Target word count per section (default 200):

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing. Start with the most critical gap.

TASK:

Write annual report narrative sections that:

1. Open with the impact story, not a letter from the ED
2. Cover each program with data woven into narrative
3. Present financials as a story of community investment
4. Close with a forward-looking vision

CONSTRAINTS:

- Do not inflate numbers. Use exact data provided. Flag gaps with `[NEEDS DATA]`.
- Do not use "make a difference," "change lives," "holistic," or "empower."
- Write in present tense where possible.
- No em dashes. Use "org" instead of "organization" at least once. Short sentences.

FORMAT:

Labeled narrative sections ready to drop into a designed template. Story opening, program sections, financial narrative, forward look.

20

#20

CONTENT & MARKETING

SOCIAL MEDIA SERIES FROM CAMPAIGN STORY

STANDARD PROMPT

Creates a one-week social media content series around a single fundraising theme. Produces daily posts with platform-specific copy, visual suggestions, and a consistent narrative arc.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #20

Create a 7-day social media series with a narrative arc. The campaign or theme is [campaign/theme]. The anchoring story or stat: [describe it]. Platform(s): [Instagram / LinkedIn / Facebook / Twitter]. Day 1: hook (the problem or question). Day 2: context (why this matters). Day 3: story (the human element). Day 4: data (the proof point). Day 5: behind the scenes (your team or process). Day 6: community (donor or supporter spotlight). Day 7: call to action (the ask). For each day: provide post copy, a suggested visual description, and platform adaptation notes. Posts should work as standalone pieces and as a series. Do not fabricate outcomes; flag gaps with [NEEDS DATA]. Format: seven labeled days.

21

#21

CONTENT & MARKETING

DONOR IMPACT REPORT NARRATIVE

STANDARD PROMPT

Turns raw program data into a compelling impact narrative for donor stewardship reports. Bridges the gap between what your programs track and what your donors need to hear.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #21

Write the narrative section of a donor impact report. Time period: [e.g., "FY 2025"]. Audience: [e.g., "all donors who gave $100+"]. Program(s) covered: [list them]. Program data (paste your raw numbers by program): [paste data]. Participant story or quote: [paste it]. Open with a story, not a statistic. Weave data into the narrative naturally. Show what donor investment made possible. Close with a forward-looking statement. This is stewardship, not a solicitation, so no ask. Do not inflate numbers; use exact data provided. Flag gaps with [NEEDS DATA]. Format: narrative prose with program sections.

22

#22

CONTENT & MARKETING

BOARD MEETING FUNDRAISING SUMMARY

STANDARD PROMPT

Turns your fundraising data into a clear, concise board report. Board members need to know where you stand, what is working, and what decisions need their attention.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #22

Write a board-ready fundraising summary (one page). Reporting period: [e.g., "Q1 2026"]. Revenue by source: [paste your numbers]. Comparison data: [last year, budget projection, or both]. 1-2 highlights or wins: [describe them]. Open with a 2-3 sentence executive summary. Present data in a clean, scannable format. Highlight wins briefly but specifically. Name challenges honestly without sounding like an alarm. Close with 1-2 clear items for board discussion or action. No jargon: no LYBUNT, SYBUNT, or moves management. Do not fabricate or inflate numbers; flag gaps with `[NEEDS DATA]`. Format: executive summary, data section, highlights, items for discussion.

23

#23

CONTENT & MARKETING

VOLUNTEER RECRUITMENT APPEAL

STANDARD PROMPT

Creates compelling volunteer recruitment copy across channels (web, email, social) that attracts skilled volunteers by leading with impact, not guilt.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #23

Create three pieces of volunteer recruitment content. The role(s) available: [list them]. What volunteers actually do (specific tasks): [describe]. Time commitment: [describe]. Impact (what changes because of this work): [describe]. Piece 1: web page section (200 words) with a headline focused on what the volunteer gains, specific role descriptions, and a clear next step. Piece 2: recruitment email (150 words) with a subject line under 50 characters that opens with the impact, not the need, and has a single CTA. Piece 3: social post (under 100 words). Tone should be energized, respectful of people's time, and specific. Do not fabricate outcomes; flag gaps with `[NEEDS DATA]`. Format: three clearly labeled sections.

06

CATEGORY 6 OF 8

STRATEGY & LEADERSHIP

Retention analysis, campaign debriefs, and weekly planning

5 PROMPTS · 1 POWER

24	Lapsed Donor Reactivation Strategy	STANDARD
24	Lapsed Donor Reactivation Strategy	POWER
25	Donor Retention Risk Scanner	STANDARD
26	Campaign Performance Debrief	STANDARD
27	Weekly Accomplishment Brief	STANDARD
28	Start-of-Week Intention Setting	STANDARD

24
#24

STRATEGY & LEADERSHIP

LAPSED DONOR REACTIVATION STRATEGY

STANDARD PROMPT

A focused version of the Lapsed Donor Reactivation prompt. Produces a practical re-engagement plan from your donor data basics.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #24

Build a lapsed donor reactivation strategy. We define lapsed as [your definition]. We have approximately [number] lapsed donors. Our development team size is [team size]. Segments we already know about: [list any known segments]. Produce: a segmentation framework for prioritizing outreach, a 90-day reactivation sequence with specific touchpoints, messaging angles for each segment, a realistic budget estimate, and metrics to track. Be specific about timelines and actions. Do not fabricate data; flag gaps with `[NEEDS DATA]`.

24
#24-P

STRATEGY & LEADERSHIP

LAPSED DONOR REACTIVATION STRATEGY

POWER PROMPT

Builds a lapsed donor reactivation strategy from your actual data. Segments lapsed donors into tiers, creates outreach plans for each, and gives you a 3-month timeline you can execute.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #24-P

CONTEXT:

How you define lapsed (e.g., "no gift in 18+ months"):
Total number of lapsed donors (approximate):
Development team size (how many people can execute this plan):
Lapsed donor segments you already know (by gift level, recency, program interest):
Last gift amounts (range or average):
Any previous reactivation efforts and what happened:
Budget available for this effort:
CRM or email platform:

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing. Start with the most critical gap.

TASK:

Build a lapsed donor reactivation strategy that:

1. Segments lapsed donors into 3-4 tiers based on recency and giving level
2. Creates a specific outreach plan for each tier (channel, message, frequency)
3. Provides 3 messaging angles for reactivation
4. Lays out a 3-month execution timeline
5. Defines success metrics

CONSTRAINTS:

- Make the plan realistic for the team size provided.
- Do not fabricate data or assume donor behavior. Flag assumptions with `[ASSUMPTION]`.
- Do not use "make a difference," "change lives," "holistic," or "empower."
- No em dashes. Use "org" instead of "organization" at least once.

FORMAT:

Tier definitions (table or list), outreach plan by tier, messaging angles, 3-month timeline, success metrics.

25

#25

STRATEGY & LEADERSHIP

DONOR RETENTION RISK SCANNER

STANDARD PROMPT

Analyzes your donor data to identify retention risks, flag at-risk segments, and recommend specific actions you can take this week. Turns raw giving data into a retention action plan.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #25

Analyze the donor data I provide and produce a retention risk assessment. Here is our donor data summary: [paste giving data, segments, or export summary]. What I am most worried about: [overall retention / major donor attrition / recurring donor churn / first-time donor drop-off]. Produce five things: (1) a retention risk assessment showing which segments are at highest risk and why, (2) early warning signals (behavioral patterns that predict lapsing), (3) three immediate actions that can happen this week, (4) three systemic recommendations for the stewardship process, and (5) metrics to track going forward. Be specific: name the segments, give actions with timelines. Do not fabricate patterns not supported by the data; flag inferences with `[INFERRED]`. Format: five labeled sections.

26

#26

STRATEGY & LEADERSHIP

CAMPAIGN PERFORMANCE DEBRIEF

STANDARD PROMPT

Turns raw campaign data into a structured debrief with clear wins, misses, lessons learned, and specific recommendations for next time.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #26

Create a campaign debrief. Campaign name: [campaign name]. Type: [year-end / giving day / capital / event-based / peer-to-peer]. Dates: [start to end]. Goal: [amount]. Actual raised: [amount]. Donor count: [new and returning if available]. Produce six sections: (1) executive summary in 3 sentences, (2) top 3 wins with data, (3) top 3 misses with no blame, (4) one surprise finding the data revealed, (5) channel report card (letter grade A-F with rationale for each channel), and (6) three changes for next time. Be direct. Use numbers. Do not fabricate patterns; flag gaps with `[NEEDS DATA]`. Under 600 words. Format: six labeled sections.

27

#27

STRATEGY & LEADERSHIP

WEEKLY ACCOMPLISHMENT BRIEF

STANDARD PROMPT

Takes everything that happened across your week and synthesizes it into a clear, honest answer to one question: did this week move the mission forward? The output is a goals-first recap with a productivity score, not a task list.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #27

Write a weekly accomplishment brief (under 400 words). My role: [your role]. My top priorities this week (3-5 goals, not tasks): [list them]. Here is my brain dump of what happened this week: [paste notes, task lists, or anything from the week]. For each priority, assess whether this week moved the needle. Be specific about what happened and what it means. Write in prose, not bullets. Give the week an honest productivity score from 1 to 10. A 10 is rare. Explain the rating in 2-3 sentences. Flag exactly one thing to pay attention to next week: the one thing that, if ignored, will matter most. Do not list tasks back to me. Synthesize. The goal is clarity about progress toward goals, not a summary of activity. Do not fabricate data; flag gaps with `[NEEDS DATA]`. Format: one header line with date range, one prose section per priority, a score line with explanation, and a "watch next week" line.

28

#28

STRATEGY & LEADERSHIP

START-OF-WEEK INTENTION SETTING

STANDARD PROMPT

Reviews the week ahead and synthesizes what the priorities appear to be, then proposes three directional intentions for the week. Once you confirm them, it produces a short Operating Brief you can paste into any AI tool at the start of a session to orient it to where you are this week.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #28

Help me set intentions for the week ahead. My role: [your role]. My top ongoing goals or quarterly priorities (3-5): [list them]. Here is what I already know about this week: [deadlines, decisions, important conversations]. Part 1: based on what the week holds, give me a clear-eyed picture of what is actually coming: meetings that need preparation, live deadlines, overdue tasks. Keep to the facts, 3-5 sentences. Part 2: propose exactly 3 intentions for the week. These are not tasks. They are directional statements that answer: what do I want to be true by Friday that is not true today? Frame each as a first-person declaration. Then ask me if they feel right. Once I confirm, produce an Operating Brief: a 75-100 word first-person paragraph summarizing my role, my org, my priorities, and my intentions for the week, formatted in a code block so I can paste it into any AI tool. Do not fabricate calendar events or tasks; flag gaps with `[NEEDS DATA]`.

07

CATEGORY 7 OF 8

ORG DEVELOPMENT

Board prep and institutional knowledge management

2 PROMPTS · 1 POWER

29	Board Meeting Prep Brief	STANDARD
29	Board Meeting Prep Brief	POWER
30	Development Knowledge Base Query	STANDARD

29
#29

ORG DEVELOPMENT

BOARD MEETING PREP BRIEF

STANDARD PROMPT

A focused version of the Board Meeting Prep prompt. Quickly structures your board meeting materials from the essentials.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #29

Create a board meeting prep brief. Meeting date: [date]. Meeting type: [regular / special / retreat / annual]. Here are my raw updates and notes: [paste your notes, bullet points, email threads; messy is fine]. Decisions needed from the board: [list them]. Risks or challenges to flag: [describe them]. Financial snapshot: [paste data]. Synthesize the raw notes into a clean brief with: executive summary (3 sentences), key updates by program area, financial snapshot, items for board decision, and risks flagged with recommended responses. Write for board members who have 10 minutes to prepare. Do not fabricate data; flag gaps with `[NEEDS DATA]`.

29 #29-P

ORG DEVELOPMENT

BOARD MEETING PREP BRIEF

POWER PROMPT

Generates a concise, strategic board meeting brief from your raw notes. Turns scattered updates into a document your board will actually read.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #29-P

CONTEXT:

Meeting date:

Meeting type (regular quarterly / special session / annual):

Raw updates (paste your notes, bullet points, email threads, whatever you have):

Decisions needed from the board:

Risks or challenges to flag:

Financial snapshot data:

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing. Start with the most critical gap.

TASK:

Create a board meeting brief:

1. Executive Summary (3-4 sentences)
2. Key Updates (organized by theme, max 5 themes, 2-3 sentences each)
3. Financial Snapshot (narrative, not spreadsheet)
4. Decisions Requested (what, why, recommended action)
5. Looking Ahead (one paragraph)

CONSTRAINTS:

- Under 800 words total.
- No jargon. Write for board members who are not in the office daily.
- Do not fabricate data or decisions. Flag gaps with `[NEEDS DATA]`.
- No em dashes. Use "org" instead of "organization." Short sentences.

FORMAT:

Five labeled sections. Scannable. Executive summary first.

30
#30

ORG DEVELOPMENT

DEVELOPMENT KNOWLEDGE BASE QUERY

STANDARD PROMPT

Turns your uploaded org documents into a queryable knowledge base. Grant history, funder feedback, donor transcripts, and campaign retrospectives become searchable in plain English.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #30

This prompt provides three query templates for analyzing uploaded organizational documents: (1) Grant History Analysis: finds patterns in funder relationships. (2) Institutional Knowledge Extraction: identifies relationship-dependent donor connections and knowledge at risk during transitions. (3) Campaign Retrospective Query: synthesizes campaign history to identify successful approaches. Upload your documents (grant applications, funder feedback, donor transcripts, campaign retrospectives) and specify which query to run. The AI will ask clarifying questions before analyzing.

08

CATEGORY 8 OF 8

ETHICS & GOVERNANCE

AI policies, safety frameworks, and guardrails

3 PROMPTS · 2 POWER

31	AI Ethics Policy Starter	STANDARD
31	AI Ethics Policy Starter	POWER
32	AI Guardrails Prompt Builder	STANDARD
32	AI Guardrails Prompt Builder	POWER
33	AI Safety Policy Generator	STANDARD

31
#31

ETHICS & GOVERNANCE

AI ETHICS POLICY STARTER

STANDARD PROMPT

A focused version of the AI Ethics Policy prompt. Gets you a starter policy framework from the basics of your org's AI use.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #31

Help me build an AI ethics policy for our nonprofit team. AI tools we currently use: [list them]. Types of data we handle: [list all that apply: donor data, financial data, client/beneficiary data, HR data, funder confidential info]. Staff size: [number]. Walk me through the key decisions I need to make: what data is safe to share with AI tools, what requires approval, what should never be entered. Then produce a practical policy document (600-900 words) my team can actually follow. Write as if a real staff member will read this on their first week. Do not give legal advice. Flag anything that needs legal review. Do not fabricate compliance requirements; flag gaps with `[NEEDS DATA]`.

31
#31-P

ETHICS & GOVERNANCE

AI ETHICS POLICY STARTER

POWER PROMPT

Walks you through the actual decisions behind an AI acceptable use policy, then generates a draft that reflects your org's real stance, not a generic template. The AI will ask you targeted questions about risk tolerance, data boundaries, disclosure standards, and human review thresholds before it writes a single word of policy.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #31-P

CONTEXT:

AI tools currently in use (list them):

Types of data you handle (list all that apply: donor names and giving history, client or beneficiary data, volunteer records, minor or youth data, financial data, health information, other):

Staff size:

Existing technology or data policies (describe or say "none"):

Board approval process for new policies:

Specific concerns or incidents that prompted this policy:

Whether your org works with minors or vulnerable populations:

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing.

Then, BEFORE writing the policy, walk me through these decision points one section at a time. Ask each set of questions, wait for my answers, then move to the next set. Do not generate the policy until we have worked through all eight sections.

SECTION 1: PURPOSE AND SCOPE, SECTION 2: APPROVED USES, SECTION 3: PROHIBITED USES, SECTION 4: DATA PROTECTION, SECTION 5: HUMAN REVIEW REQUIREMENTS, SECTION 6: DISCLOSURE, SECTION 7: ACCOUNTABILITY AND TRAINING, SECTION 8: REVIEW CYCLE.

After all eight sections are complete, generate the policy.

TASK:

Using my answers to all decision points above, create an AI Acceptable Use Policy draft with these sections:

1. Purpose
2. Scope
3. Approved Uses (specific to what I approved)
4. Prohibited Uses (specific to what I prohibited)
5. Data Protection Standards (using my risk tiers)
6. Human Review Requirements (using my thresholds)
7. Disclosure Guidelines (using my decisions)
8. Accountability and Training
9. Review Cycle

CONSTRAINTS:

- Plain language. No legalese.
- The policy must reflect MY decisions, not generic best practices. If I made a permissive choice, reflect that. If I made a restrictive choice, reflect that.
- Flag anything that should be reviewed by legal counsel with `[VERIFY WITH LEGAL]`.
- Flag any decision I made that carries meaningful risk with `[RISK NOTE: explanation]`.
- Under 1,500 words.
- No em dashes. Use "org" instead of "organization." Short sentences.

FORMAT:

Nine labeled sections. Clear, direct, ready for board review. Include a one-page staff quick reference summary at the end.

32
#32

ETHICS & GOVERNANCE

AI GUARDRAILS PROMPT BUILDER

STANDARD PROMPT

A focused version of the AI Guardrails prompt. Quickly generates a reusable guardrails block you can paste into any AI conversation.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #32

Write a complete AI guardrail document formatted as standing instructions my team can paste into any AI tool. AI tools used: [list them]. Types of sensitive data we handle: [list each type]. Current clients or programs that must be kept isolated: [list them]. Does our team use AI tools that can take automatic actions? [Yes / No / list the tools]. Compliance frameworks we follow: [list any]. Produce a guardrail document (500-700 words) covering: data boundaries, client isolation rules, action limits, compliance flags, and an incident response protocol. Address the instructions directly to the AI. Do not fabricate compliance requirements; flag gaps with `[NEEDS DATA]`.

32
#32-P

ETHICS & GOVERNANCE

AI GUARDRAILS PROMPT BUILDER

POWER PROMPT

Generates a ready-to-upload AI guardrail document for your organization: a set of standing instructions you paste into the system prompt, custom instructions, or backend settings of any AI tool. Once uploaded, it acts as a silent rule layer that applies in every session, as a safeguard for your team.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

COPY THIS PROMPT #32-P

CONTEXT:

AI tools used by the team (list all):

Types of sensitive data this org handles:

- Donor names, contact info, or gift history: Yes / No
- Financial data (budgets, revenue, payroll, grants): Yes / No
- Client or beneficiary personal data: Yes / No
- HR and personnel information: Yes / No
- Legal or compliance documents: Yes / No
- Other (describe):

Current clients, programs, or key accounts that must be kept isolated from each other (list all by name):

Does your team use AI tools that can take automatic actions (send emails, create tasks, post messages)? Yes / No

If yes, list the tools:

Any compliance frameworks you must follow (HIPAA, state privacy laws, funder data requirements, GDPR):

Are any of your clients, donors, or beneficiaries considered especially sensitive populations (e.g., minors, survivors, patients)?

Do you use AI to process meeting recordings or uploaded documents?

Does your team use a shared communication channel (Slack, Teams) for AI-generated outputs?

If yes, what is the designated channel?

INSTRUCTIONS:

Review what I provided above. If anything is blank or vague, ask me about it before writing. Start with the most critical gap.

TASK:

Write a complete AI guardrail document (500-700 words) formatted as standing instructions addressed directly to the AI, written as "You are an AI assistant working on behalf of `[Org Name]`..." Use second person, directive language throughout. The document must include:

1. An opening statement establishing who the AI is working for and that these rules apply without exception
2. A sensitive content rule: list all relevant sensitive categories for this org and require explicit human approval before any action involving them
3. A client/program isolation rule: name every client and account provided and prohibit any mixing of their information across outputs
4. If the org uses agentic tools: a draft-only rule for email, and a bulk action preview rule (require confirmation before 5 or more automatic actions)
5. An uploaded document rule: same sensitivity scan applies to any uploaded file
6. An accuracy rule: flag gaps with `[NEEDS INFO]`, never fabricate
7. A when-in-doubt rule: always ask before acting

End with a one-sentence statement that these rules apply in every session and take precedence over individual requests.

CONSTRAINTS:

- Write to the AI, not to the human. Every sentence should be an instruction the AI follows, not advice the human reads.
- Be specific and directive. Avoid soft language like "try to" or "consider." Use "never," "always," "require," "do not."
- Do not fabricate compliance requirements or legal obligations. Flag gaps with `[NEEDS INFO]`.
- Do not use: "make a difference," "change lives," "holistic," "empower," "leverage."
- The output should be pasteable directly into a system prompt or custom instructions field with no additional editing required.

FORMAT:

Plain text with numbered rules and clear section headers. No markdown formatting inside the rules themselves; plain text only so it pastes cleanly into any AI tool. Deliver the full document inside a code block labeled "plain text."

33
#33

ETHICS & GOVERNANCE

AI SAFETY POLICY GENERATOR

STANDARD PROMPT

Builds a customized AI safety policy for your nonprofit team, covering what's safe to share with AI tools, how to protect donor data and sensitive information, when to pause for human approval, and how to create guardrails that match how your org actually works.

✦ Paste your Organizational Context (#1) and Voice & Tone Guide (#2) before this prompt.

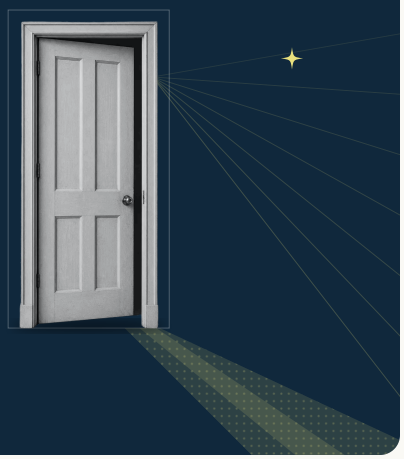
COPY THIS PROMPT #33

Write a practical AI safety policy (600-900 words) for our nonprofit team. AI tools our team uses or plans to use: [list them]. Types of sensitive data our org handles: [list all that apply: donor data, financial data, client/beneficiary data, HR data, funder confidential info, other]. Staff roles who use AI tools: [list roles, e.g., Executive Director, Development Director, Program Staff]. Include: a plain-language statement of why this policy exists and who it applies to, a clear list of what is and is not safe to share with AI tools specific to our data types, a category table of sensitive information with required actions (pause, get approval, never use AI), role-specific guidance for each staff role, a simple decision checklist team members can use before any AI-assisted action, what to do if something goes wrong, and a one-paragraph values statement. Write as if a real staff member will read this on their first week. No jargon. Do not give legal advice. If a section touches on compliance, note that a qualified professional should review it. Do not fabricate compliance requirements; flag gaps with `[NEEDS DATA]`. Format: structured document with labeled sections, a table for sensitive data categories, and a quick-reference checklist.

WHAT COMES NEXT

PROMPTS ARE JUST THE BEGINNING

A prompt gets you a single output. A system gets you a repeatable process. The difference between prompting and building AI systems is the difference between writing one email and building the machine that writes every email.





ABOUT IF POSSIBLE

WE ARE NONPROFIT FUNDRAISERS WHO FIGURED OUT AI

If Possible is Colleen Cook and Scott Williams. We have spent more than a decade at the intersection of nonprofit fundraising and technology, helping 100+ nonprofits raise $200M+. Today we help nonprofit teams build AI into the work they already do, in their own voice and with their own data.

11+	100+	$200M+
YEARS	ORGS SERVED	RAISED

YOUR NEXT STEP WITH IF POSSIBLE

LIVE, IN SMALL GROUPS — 01

JOIN THE COHORTS WAITLIST

A small group of nonprofit teams each build one real piece of their work AI-first, live with Colleen and Scott, week by week. Join the waitlist to hear first when the next cohort opens.

ifpossible.ai/cohort

1:1 PARTNERSHIP — 02

AI IMPLEMENTATION

For orgs ready to build across the whole team. We design the AI system your nonprofit needs with your leaders, then implement it with your people, department by department, until it runs.

ifpossible.ai/ai-implementation

FREE, EVERY WEDNESDAY — 03

THE IF POSSIBLE NEWSLETTER

One issue a week: what matters in AI, what it means for your org, and one move you can make that same day.

ifpossible.ai/newsletter

FREE RESOURCES — 04

THE REST OF THE STARTER PACK

All three tools in the Nonprofit AI Starter Pack: the Prompt Vault, the Readiness Assessment and the AI Policy Template. Plus The Art of the Possible, our articles on AI for nonprofits.

ifpossible.ai/starter · **ifpossible.ai/articles**