

PROMPTS FOR NONPROFIT TEAMS

Six prompts you can paste into whichever tool you use. One to start with, and one for each seat in a nonprofit.



How to Use These

- 1 Fill in every square bracket. A prompt with brackets left in it is a guess.
- 2 Strip names, addresses, emails, and phone numbers before you paste anything.
- 3 Read what comes back before you act on it. It has never met your organization.

The Starting Prompt

Use this one first, whatever your role. It builds the plan the other five run inside.

I work at a nonprofit and my role is [your role]. I want one piece of repeatable work that I can run every week.

The task is [the task]. I have [number] hours a week for it and I work best on [day]. When it is done I want to be holding [the finish].

Ask me up to five questions first, about my organization and about what I am not allowed to put into an AI tool. Then give me a plan of no more than five steps, sized to the hours I have, with the first step small enough to finish this week.

None of these will land the first time. Run one, change one thing, run it again. If you have tried twice and it still does not hold, the problem is the system underneath and not the prompt.

ONE FOR YOUR SEAT

Take the one that matches your job. Ignore the rest.

Executive Director or CEO

The Friday update for your board. Start from a calendar export and your own notes.

I am the executive director of a nonprofit. Here is my calendar for this week and my notes: [paste].

Pull out what I decided, where the week actually went, and the two or three things the board needs to see.

Write it as plain prose under 300 words. Ask me about anything you would otherwise have to assume.

Development or Fundraising

Donors who went quiet. Export with stand-in IDs and match the names back on your own computer.

I work in fundraising. Below is a donor list with stand-in IDs, last gift date, last contact date, and three years of giving. No real names are in it: [paste].

Show me who has gone quiet: gave before, nothing recently, no contact in [number] days. Sort them by what they used to give.

For each one, tell me what changed and what the first move is. Do not write the outreach yet.



Grants

Themes across a year of applications. Export the narrative fields only.

I write grants. Below are the narrative sections from [number] applications we submitted this year, with identifying details removed: [paste].

Tell me what we keep saying, where we say the same thing three different ways, and where our language shifts by funder.

Quote the actual lines back to me. Do not rewrite anything yet.

Programs or Client Services

Themes across survey results. Delete every column that could identify someone first.

I run programs. Below are a year of participant survey responses with every identifying column removed: [paste].

Group them by what people are actually saying, not by the question they answered. Give me the count in each group and three real quotes.

Tell me what is missing that I should be asking about, and flag what you are unsure of instead of smoothing it over.

Operations, Finance, or Administration

Where staff time went, for a grant report. Start from a calendar export.

I handle operations at a nonprofit. Here is my calendar for [time period] and the projects we ran: [paste].

Sort the time into the categories my funder asks for: [paste the categories]. Give me hours and percentage in each.

Tell me plainly what you could not categorize instead of guessing, and what the calendar is not capturing.