

Human-Led AI

Workshop

Practical AI Applications for NonProfits and How to Apply Them



Who **Am** I?



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TODAY'S AGENDA

1. Real-world AI applications

Grant readiness, donor communication, outreach, reporting, and meeting prep

3. Ethical and Responsible Use

Privacy, fairness, transparency, bias, and internal guardrails

5. Hands-on learning

Apply AI to a real nonprofit scenario and leave with next steps

2. Simple Frameworks

Identify value, judge effort, understand risk, and pick a pilot

4. Grant Writing and Development

Use AI to organize, strengthen, and check proposals without losing authenticity

6. Q&A + Next Steps

TODAY'S AGENDA

REPLACE ALL HUMANS WITH AI!!!

Laptop setup

Keep your AI tool open - we will use it together

Before we begin

Open ChatGPT, Gemini, Claude, Copilot, or the AI tool your organization allows. Do not enter sensitive client, donor, or staff information today.

During practice

Use fictional details, public information, or sanitized examples. You can still make the exercise useful without exposing private data.

Your goal

Do not chase the perfect prompt. Learn how to ask, review, improve, and decide what is safe to use.

What Changed From **Level 1**?

The focus moves from prompts to practice

Level 1

How AI tools work, prompting basics, image generation, privacy, and responsible use.

Level 2

How to apply AI to real nonprofit work while managing risk, effort, and human review.

Today

You will use an AI tool, test a real task, review the output, and leave with a pilot plan.

Core principle: AI can support the work. Humans remain responsible for the outcome.

Practical AI applications for NonProfits

Where AI can reduce bottlenecks today

Grant readiness

Organize requirements, map evidence, identify missing pieces

Donor communications

Draft 'thank yous', segment messages, personalize tone safely

Outreach

Adapt messages for community partners and channels

Reporting

Summarize program results and draft board-ready narratives

Meeting prep

Agendas, talking points, follow-ups, and briefing notes

Program messaging

Turn complex work into clear, human language

Choose the Right **AI Pilot**

Start where work gets stuck... then check value, effort, and risk

A strong first pilot has these traits:

1. Repeated

You write, summarize, format, compare, or explain it over and over.

2. Time-heavy

It slows staff down even though the judgment is usually clear.

3. Reviewable

A human can quickly tell whether the output is useful and accurate.

Start with high-value, low-effort, low-risk work. Plan carefully when privacy, fairness, money, access, or reputation are involved.

The AI Role Ladder

AI supports the work. Human oversight increases as impact increases.

Draft

AI creates a starting point.
Human edits before use.

Summarize

AI condenses information.
Human checks source and omissions.

Analyze

AI identifies patterns.
Human validates evidence and context.

Recommend

AI suggests a next step.
Human decides and documents why.

Decide

AI should not make final decisions about people, money, access, or rights.

Use AI for speed. Use people for context, judgment, approval, and accountability.

Ethical considerations and responsible use

Four risks to name before you use the output

Privacy

Are we exposing donor, client, staff, or participant information unnecessarily?

Fairness

Could this output treat people differently or miss a group that should be represented?

Transparency

Should people know AI helped create, summarize, or analyze this?

Bias

Whose perspective is missing, and what assumptions are baked in?

Responsible use is not a policy binder. It is a habit built into everyday workflows.

PAUSE + practical guardrails

Purpose



What are we asking AI to do?

Appropriate



What data is safe to provide?

Understand



What is it claiming or assuming?

Scrutinize



What needs checking against sources, policy, and context?

Edit & Own



Who approves, changes, rejects, or escalates it?

Use **PAUSE** before an output leaves your screen. Define approved uses, restricted uses, data rules, review owners, disclosure expectations, and what must be documented.

AI across the grant workflow

Strengthen readiness and proposals without losing authenticity

Before writing

Extract criteria, summarize eligibility, build a checklist, organize program evidence, identify gaps, and draft questions for staff.

During writing and review

Turn notes into an outline, compare the draft against funder priorities, flag unsupported claims, and identify missing evidence.

Human responsibility

Verify every fact, number, deadline, outcome, partnership, budget detail, and commitment. Keep the mission, community context, and final voice human.

Everyday nonprofit workflows

Four practical places AI can reduce bottlenecks

Donor Communication

Thank-you drafts, appeals, event invitations, follow-ups, and tone variations — reviewed for truth, warmth, and privacy.

Outreach and Program Messaging

Adapt messages for partners, volunteers, and the public without exaggerating impact or flattening community voice.

Reporting and Meeting Preparation

Summarize notes and metrics, draft agendas, talking points, board narratives, and follow-ups — then verify numbers, context, and sensitive details.

Hands-on Exercise: Choose Your Adventure

Use a real nonprofit scenario. Dont forget to sanitize for safety

Lane A: Donor outreach

Draft a thank-you or follow-up message after a donation, event, or conversation.

Lane B: Grant development

Organize a proposal outline or evaluate a draft against funder criteria.

Lane C: Program messaging

Turn program details into clear public-facing language for community partners.

Pick the lane closest to work you actually do. Use fictional or sanitized details.

Step 1: Create the first useful output

Do not overthink it! Give context and ask clearly

Starter prompt

Act as a nonprofit communications and development assistant. I work for a nonprofit that *[briefly describe mission]*. Help me *[choose one: draft donor outreach / organize a grant outline / improve program messaging]*. Use the following sanitized details: *[paste details]*. Create a first draft, then list assumptions and questions a human should answer before using it.

Time: 8 minutes. Goal: usable draft + visible assumptions.

Step 2: Review like a human overseer

Use AI to challenge the AI output

Review prompt

Review the draft above as a careful nonprofit executive. Separate the response into: strong sections, unsupported claims, possible privacy concerns, tone concerns, missing perspectives, assumptions, and decisions that require human judgment. Do not rewrite it yet.

Time: 7 minutes. Goal: find what needs human attention before editing.

Step 3: Edit, own, and decide

Revise the output, then prepare one observation to share

- What did you keep?
- What did you change or reject?
- What still needs verification?
- Who would approve it?
- What guardrail mattered most?
- Be ready to share one lesson with the room.

Final prompt

Now rewrite the draft using only the parts that are accurate, appropriate, and aligned with our organization. Mark any remaining placeholders clearly instead of inventing facts.

Group Debrief

What changed when you reviewed the AI output instead of simply accepting it?

Useful

What did AI do well or help you complete faster?

Human attention

What assumption, risk, missing context, or weak claim required your judgment?

Next use

Where could this workflow help your organization, and what review checkpoint would you add?

Your two-week AI pilot

Turn today's exercise into one small, safe next step

Complete your plan

The bottleneck we will test: _____

AI will support this task by: _____

The data we can safely use: _____

The human reviewer is: _____

The guardrail we will add: _____

Our first test date is: _____

Before you leave

Is the task valuable enough to matter?

Is it small enough to test safely?

Who else needs to be involved?

What would make us stop or adjust?

What will success look like after two weeks?

20 Minute Q&A

Bring a real task, a stuck workflow, or a concern about privacy, bias, transparency, or human review.

Task questions

Can AI help with this workflow?

Risk questions

What review or guardrail is needed?

Prompt questions

How would we ask for a safer output?

Your next move

Start small, stay human-led, build trust

Pick one repeated bottleneck. Pilot one AI-supported workflow. Add one human review checkpoint. Improve from there.

Use AI for speed

Draft, summarize, organize, and prepare.

Use humans for judgment

Approve, contextualize, verify, and own.

Use guardrails for trust

Protect people, data, mission, and reputation.

How To **Contact Me**

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Don't Let AI Turn You Into A Robot!

Please rate this session before leaving. Thank you!



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