



Embracing AI For Nonprofits

*A Practical Guide to Working Smarter
with Artificial Intelligence*

Provided by Connect Cause
www.ConnectCause.com



Why AI? Why Now?

AI isn't coming — it's already here. The question is how you harness it for your mission.



60%

of nonprofits plan to
implement AI by end of 2025



45%

already using AI for
administrative tasks



91 hrs

lost annually per person
to IT inefficiencies

The goal: No one loses a job to AI — but we all become more efficient and effective.

What AI Can (and Can't) Do



AI CAN...

- Draft emails, reports, and content
- Summarize long documents quickly
- Analyze data and spot patterns
- Automate repetitive tasks
- Translate languages in real time
- Help brainstorm and ideate



AI CAN'T...

- Replace human judgment and empathy
- Understand your community's needs
- Build genuine relationships
- Make ethical decisions for you
- Guarantee accuracy (it can hallucinate)
- Keep your data private by default

AI is a powerful assistant — not a replacement. You bring the mission. AI brings the speed.

AI for Your Daily Work

Practical ways AI can save you time right now.



Email & Communications

Draft replies, summarize threads, write outreach



Documents & Reports

Summarize, proofread, format grant reports



Research & Analysis

Quickly find info, compare data, gather insights



Meeting Support

Transcribe, summarize, extract action items



Content Creation

Social posts, newsletters, program descriptions



Data & Admin Tasks

Clean spreadsheets, categorize, automate entry

Tools You Can Start Using Today

General AI Assistants

ChatGPT • Claude • Microsoft Copilot • Google Gemini

Great starting points — ask questions, draft content, brainstorm

Writing & Communications

Grammarly • Jasper AI • Copy.ai

Polish emails, create social media posts, improve grant language

Design & Marketing

Canva AI • Buffer AI • Google Ad Grants

Create professional graphics and manage campaigns affordably

Operations & Workflow

Microsoft Copilot • Zapier AI • Monday.com AI

Automate repetitive processes and streamline workflows

Meeting & Collaboration

Otter.ai • Microsoft Teams Copilot • Fireflies.ai

Auto-transcribe meetings, generate summaries and action items

AI Won't Replace You.

But it will transform how you work.

WITHOUT AI

- 2 hours drafting a grant report
- 30 min searching for program data
- 1 hour writing newsletter content
- 45 min summarizing meeting notes
- Repetitive data entry across systems



WITH AI

- 30 min reviewing an AI-drafted report
- 5 min with AI-powered data lookup
- 15 min editing AI-generated content
- Instant meeting summary + action items
- Automated workflows between tools

The time you save goes back to what matters most: serving your mission.

Using AI Responsibly

Working within policy & procedures to protect your mission.



Transparency

- Disclose when AI is used
- Document what tools you use
- Share AI-generated content clearly



Privacy & Data Safety

- Never put PII into public AI tools
- Use approved/enterprise tools only
- Follow HIPAA/FERPA guidelines



Human Oversight

- Always review AI output
- You own the final decision
- Escalate when uncertain



Equity & Fairness

- Check AI output for bias
- Ensure inclusive language
- Don't let AI make decisions about people

Protect Your Private Information

AI tools are powerful, but they are not automatically private.



Before Entering Anything, Ask:

- Would I be comfortable seeing this on a public website?
- Does this include names, identifying details, or account numbers?
- Would this violate our AI policy or data protection guidelines?
- Could this information harm someone if exposed?



Never Share:

- Client names or identifying details
- Donor names or giving history
- SSNs, financial data, or passwords
- Health or student records (HIPAA/FERPA)
- HR or board-confidential information

Safer Practice:

Use AI for structure and ideas. Add real names and sensitive details later, inside your secure systems.

Building an AI Policy for Your Nonprofit

Key elements every AI acceptable use policy should include.



Approved Tools

List which AI tools staff may use and for what purposes



Data Boundaries

Define what data can and cannot be entered into AI tools



Review Requirements

All AI output must be reviewed by a human before use



Privacy Rules

No client names, SSNs, health info, or donor PII in AI prompts



Disclosure Standards

When and how to disclose AI-assisted content to stakeholders



Training Requirements

Mandatory training before staff begin using AI tools

A good AI policy empowers staff to innovate while protecting the organization.

Common Concerns — Addressed

"Will AI take my job?"



No. AI handles routine tasks so you can focus on higher-value work — relationships, strategy, and mission impact.

"I'm not technical enough."



If you can write an email or use Google, you can use AI. It's a conversation, not coding.

"What if it makes mistakes?"



AI is a first draft, not the final word. You always review, edit, and approve before anything goes out.

"Is our data safe?"



With approved tools and clear policies, yes. We'll establish rules about what data can and can't go into AI.

"It feels impersonal."



AI creates the starting point. You add the heart, the context, and the personal touch that makes your nonprofit special.

Your AI Getting-Started Checklist



THIS WEEK

- Try one AI tool (ChatGPT, Claude, or Copilot)
- Ask it to draft an email you'd normally write
- Use it to summarize a long document
- Brainstorm 5 ideas for an upcoming project
- Compare AI output to what you'd write yourself



THIS MONTH

- Identify 3 tasks AI could help with weekly
- Share what you've learned with a colleague
- Read the AI acceptable use policy (when ready)
- Attend any follow-up training sessions
- Flag questions or concerns for your team lead



***AI is a tool to amplify your impact —
not replace the heart of your mission.***

If you have additional questions or need help navigating the complexities of AI at your nonprofit, reach out to our team!

Connect Cause helps nonprofits maximize their impact with flat-rate, unlimited IT support. We provide managed services, VoIP, cybersecurity, and cloud solutions designed for nonprofit budgets. Our mission is to make technology your advantage.