



DHMEC LLC

The Operator's Prompt Library

100 AI Prompts for Nonprofits and Small Businesses

Thirteen operating dimensions, ready to customize and use today.

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How to Use This Library

Paste your Org Profile first.

Most of these prompts get three times better when the AI knows who you are. Fill in the block below once, save it somewhere handy, and paste it above any prompt in this library.

Replace every bracket.

Brackets are placeholders. Leave them in and you will get generic output.

Attach your real data.

Where a prompt says you are pasting or attaching something, actually do it. A budget prompt with your real numbers beats a beautifully worded prompt with none.

Treat the first output as a draft.

The strongest follow-ups are short. What did you assume that you should not have? Now argue against this. Rewrite at a seventh-grade reading level. Cut this by 40 percent without losing substance.

Redact before you paste.

Never put donor records, client files, employee health information, tax identification numbers, or banking details into a general-purpose AI tool. Use initials, ID codes, or aggregate figures. See the guardrails at the end of this document.

Your Organization Profile

CONTEXT: ABOUT US

Organization: [NAME]

Type: [501©(3) nonprofit / LLC / S-corp / co-op / sole proprietor]

What we do, in one sentence: [DESCRIPTION]

Who we serve: [CLIENTS, CUSTOMERS, OR BENEFICIARIES]

Size: [#] staff, [#] volunteers, [\$] annual budget or revenue

Geography: [CITY / REGION / NATIONAL]

Stage: [startup / growing / stable / turnaround / winding down]

Top 3 priorities this year: 1) [____] 2) [____] 3) [____]

Real constraints: [budget, staff hours, technology, regulatory, board capacity]

Our voice: [warm and plain-spoken / professional / bold and direct]

Who I am: [YOUR ROLE]

Before you answer, ask me up to 3 clarifying questions if anything essential is missing. Flag any assumption you had to make.

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Tip: in Google Docs, open View > Show outline to jump between sections and prompts.

Section 01

Finance and Budgeting

Prompts 1 to 8

1. Build an Annual Operating Budget from Scratch

Act as a CFO who specializes in organizations under \$[X]M in revenue.

Help me build a line-item annual operating budget for [FISCAL YEAR].

Here's what I know:

- Expected revenue sources and amounts: [LIST]
- Known fixed costs: [RENT, SALARIES, INSURANCE, SOFTWARE]
- Programs/product lines we run: [LIST]
- Last year's actuals: [PASTE OR ATTACH]

Deliver:

1. A budget table with revenue and expense line items, monthly and annual columns
2. Expenses grouped by [program / admin / fundraising] OR [COGS / opex / people]
3. A short list of line items where my numbers look unrealistic, and why
4. Three questions a skeptical board member or lender would ask about this budget

Use my actual numbers. Where you must estimate, mark it [EST] and show your logic.

2. 13-Week Cash Flow Forecast

Act as a fractional CFO. Build me a 13-week rolling cash flow forecast.

Starting cash position: \$[AMOUNT] as of [DATE]

Expected cash IN (source, amount, expected date, confidence %): [LIST]

Expected cash OUT (payee, amount, due date, fixed or flexible): [LIST]

Deliver:

1. A week-by-week table: opening cash, inflows, outflows, closing cash
2. Highlight every week we drop below \$[MINIMUM SAFE BALANCE]
3. For each danger week, list 3 specific levers (delay X, accelerate Y, draw on Z)
4. A one-paragraph plain-English summary I can send to my [board chair / partner]

Be blunt about how tight this is. Do not smooth over problems.

3. Budget Scenario Planning (Best / Base / Worst)

Act as a strategic finance advisor.

Our base-case budget is attached/pasted below. Build three scenarios:

- BEST CASE: [ASSUMPTION, e.g., we win the \$250K grant + 10% revenue growth]
- BASE CASE: current plan
- WORST CASE: [ASSUMPTION, e.g., we lose our largest funder/client, -30% revenue]

For each scenario, show:

1. Revised revenue and expense totals, and ending cash
2. Specific decisions we'd have to make, in the order we'd have to make them
3. The trigger point: what event or date tells us we're in that scenario
4. What we should do NOW to prepare for the worst case that costs little or nothing

End with the single most important number I should watch monthly.

4. True Cost of a Program or Product Line

Act as a cost accountant who works with resource-constrained organizations.

I want to know what [PROGRAM / PRODUCT / SERVICE NAME] actually costs to deliver.

Direct costs I know about: [LIST]

Staff who touch it, and rough % of their time: [LIST]

Shared/overhead costs we carry: [RENT, ADMIN SALARIES, SOFTWARE, INSURANCE, etc.]

Units delivered per year: [# CLIENTS SERVED / UNITS SOLD / SESSIONS RUN]

Deliver:

1. A full-cost calculation including a defensible share of indirect costs
2. Cost per unit/participant served
3. The allocation method you used and why it's defensible to a funder or auditor
4. What we're currently under-recovering, and what a fair [fee / grant ask / price] would be
5. Which costs are truly variable vs. fixed if volume changed by $\pm 30\%$

5. Pricing or Fee-for-Service Model

Act as a pricing strategist.

I want to set or revise pricing for [PRODUCT / SERVICE].

Our true cost per unit: \$[AMOUNT] (or: help me estimate it from [INPUTS])

Who buys/uses it: [DESCRIPTION]

What comparable options cost: [LIST WHAT YOU KNOW]

Our positioning: [premium / accessible / mission-subsidized / sliding scale]

Constraint: [e.g., must remain affordable to low-income families]

Deliver:

1. Three pricing options with rationale and margin/recovery for each
2. A sliding scale or tiered structure if that fits our mission
3. The exact language to explain the price to a customer without apologizing
4. What we'd need to be true for the highest price to work
5. Risks of underpricing that people in my position usually underestimate

6. Turn Financial Statements into a Board-Ready Narrative

Act as a nonprofit/small business CFO presenting to a board with mixed financial literacy.

I'm pasting our [balance sheet / P&L / statement of activities] for [PERIOD], plus budget-to-actual variance.

[PASTE STATEMENTS]

Write a one-page financial narrative that:

1. Opens with the 3 things that actually matter this period
2. Explains the 5 largest budget variances in plain English: what happened and whether it's a timing issue or a real problem
3. States our current runway in months
4. Flags anything that needs a board decision, clearly labeled DECISION NEEDED
5. Avoids jargon. If you must use a term like "deferred revenue," define it in six words.

Keep it under 500 words. Use a confident, non-defensive tone.

7. Operating Reserve Policy & Runway Analysis

Act as a nonprofit finance consultant.

Help me determine and justify an operating reserve target.

Annual operating expenses: \$[AMOUNT]

Current unrestricted cash/net assets: \$[AMOUNT]

Revenue concentration: our largest funder/client is [%] of revenue

Revenue predictability: [describe: e.g., grants on 12-month cycles, seasonal]

Biggest realistic shock: [DESCRIBE]

Deliver:

1. A recommended reserve target in months and dollars, with reasoning tied to OUR risk profile, not a generic "3 to 6 months"
2. Our current runway in months
3. A realistic multi-year plan to close the gap, with annual funding amounts
4. Draft language for a formal Operating Reserve Policy the board can adopt, including what triggers a draw and who must approve it

8. Vendor Spend Audit & Cost Reduction

Act as a procurement analyst hunting for savings without cutting quality.

Here is our vendor/subscription spend for the last 12 months:

[PASTE LIST: vendor, category, annual cost, contract end date, who owns it]

Deliver:

1. Total spend by category, ranked
2. Suspected duplicates or overlapping tools
3. A ranked list of savings opportunities with estimated \$ and effort (low/medium/high) and risk of cutting each
4. Which contracts to renegotiate, with 3 specific negotiation points each
5. Nonprofit/small-business discount programs we may qualify for and should ask about for our top 5 vendors

Separate "obvious cuts" from "cuts that will cost us later."

Section 02

Financial Management and Compliance

Prompts 9 to 15

9. Month-End Close Checklist for a Small Team

Act as a controller designing a process for a team where [#] person/people handle all bookkeeping.

Build a month-end close checklist for a [nonprofit / small business] with these characteristics: [ACCOUNTING SOFTWARE], [# BANK ACCOUNTS], [PAYROLL PROVIDER], [GRANT-FUNDED? YES/NO], [INVENTORY? YES/NO].

Deliver a table with: task, owner role, day of month due, why it matters, what breaks if we skip it.

Then flag the 5 tasks that most commonly get skipped by small teams and the specific consequence of skipping each. Keep the whole close under [X] hours.

10. Internal Controls When You Only Have Three People

Act as an auditor who understands that small organizations cannot achieve textbook segregation of duties.

Our situation: [#] staff. Currently, [NAME/ROLE] does [LIST ALL FINANCIAL TASKS THEY TOUCH]. Board involvement in finance: [DESCRIBE].

Deliver:

1. Our top 5 control weaknesses, ranked by actual risk of loss
2. For each, a compensating control that's realistic at our size, including controls the board or an outside party can perform
3. A simple approval matrix (who can approve what, up to what dollar amount)
4. The 3 controls that matter most if we can only implement three

Be practical. Do not recommend hiring people we cannot hire.

11. Audit / Form 990 / Tax Prep Readiness

Act as an audit partner preparing a small client for [an independent audit / a financial review / Form 990 preparation / tax filing].

Our fiscal year ends [DATE]. Entity type: [TYPE]. Revenue: \$[AMOUNT].
Last year's pain points: [DESCRIBE].

Deliver:

1. A prepared-by-client (PBC) document checklist, organized by category
2. A backwards-planned timeline from our [audit / filing] date
3. The 7 questions the [auditor / preparer] is most likely to ask us, so we can prepare answers in advance
4. Common findings for organizations our size and how to fix them before they're written up
5. Anything about our situation that raises a red flag worth addressing now

12. Restricted Funds & Revenue Recognition Tracker

Act as a nonprofit accounting specialist.

Help me build a system to track restricted vs. unrestricted funds.

Current restricted awards: [FUNDER, AMOUNT, PURPOSE RESTRICTION, TIME RESTRICTION, PERIOD, AMOUNT SPENT TO DATE]

Deliver:

1. A tracking table design (columns and formulas) I can build in a spreadsheet
2. For each award, whether it's a conditional contribution, unconditional contribution, or exchange transaction, and how that affects when we recognize revenue
3. Which awards are at risk of not being fully spent in the period, and by how much
4. A monthly release-from-restriction schedule
5. The 3 mistakes small nonprofits most often make here

Note where I should confirm treatment with our CPA rather than rely on this.

13. Grant Compliance Matrix

Act as a grants compliance manager.

I'm pasting the terms and conditions of our award from [FUNDER].
[PASTE AWARD DOCUMENT / KEY TERMS]

Build a compliance matrix with these columns:

requirement | source (page/section) | owner role | frequency | due date |
evidence we must retain | consequence of non-compliance

Then separately:

1. Every allowable and unallowable cost category, in plain language
2. Reporting deadlines on a calendar
3. The 3 requirements most likely to trip us up, given that we are a [SIZE/TYPE] organization
4. Any requirement that conflicts with our current practices

14. Expense & Reimbursement Policy

Act as an HR/finance policy writer.

Draft an expense and reimbursement policy for [ORG].

Context: [#] staff, [#] volunteers/contractors. Common expenses: [MILEAGE, MEALS, TRAVEL, SUPPLIES, HOME OFFICE, PROFESSIONAL DEVELOPMENT]. We [do/do not] have corporate cards. Grant-funded expenses: [YES/NO]. Our culture: [formal / trust-based].

Deliver:

1. A complete policy under 1,200 words, written so a new hire understands it
2. Dollar thresholds and approval levels appropriate to our size
3. A simple expense report template (fields list)
4. The specific rules that protect us in an audit: marked so we don't accidentally soften them later
5. Three edge cases the policy should address that most policies forget

15. Chart of Accounts & Functional Expense Redesign

Act as a nonprofit/small business accounting systems designer.

Here is our current chart of accounts: [PASTE]

Problems we're having: [e.g., can't tell program costs apart, grant reporting takes days, board can't read our reports]

Deliver:

1. A redesigned chart of accounts using [account / class / location / project] dimensions in [SOFTWARE]
2. A mapping table from old accounts to new
3. A method for allocating shared costs across program / management & general / fundraising, with the allocation basis for each cost type
4. A migration plan with sequencing and what to do about historical data
5. What reports become possible after this that aren't possible now

Section 03

Fundraising

Prompts 16 to 23

16. Annual Fundraising Plan & Revenue Diversification

Act as a development director who has built plans for organizations our size.

Build a 12-month fundraising plan.

Goal: \$[AMOUNT]. Raised last year: \$[AMOUNT], broken down by source: [LIST]

Fundraising staff capacity: [FTE or hours/week, and who]

Board's realistic fundraising involvement: [DESCRIBE HONESTLY]

Donor database size: [#] records, [#] active donors

Existing assets: [EVENT, MAILING LIST, CORPORATE RELATIONSHIPS, etc.]

Deliver:

1. Revenue targets by channel with rationale, showing the math on how each target is achievable given our capacity
2. A month-by-month activity calendar
3. Key metrics to track monthly
4. What we should STOP doing because it doesn't earn its cost in staff time
5. An honest assessment of whether \$[GOAL] is realistic, and what would have to change to make it so

17. Case for Support

Act as a fundraising copywriter known for writing about need without stripping people of dignity.

Write a case for support for [ORGANIZATION / CAMPAIGN].

The problem: [DESCRIBE]

What we do about it: [DESCRIBE]

Evidence it works: [OUTCOMES, DATA, STORIES]

What we're raising: \$[AMOUNT] for [SPECIFIC USE]

What changes if we succeed: [VISION]

Audience: [MAJOR DONORS / FOUNDATIONS / COMMUNITY]

Deliver:

1. A full case for support (800 to 1,200 words)

2. A one-page condensed version
3. A 150-word elevator version
4. Three headline options

Rules: no poverty porn, no "voiceless" language, no false urgency. Lead with the reader's potential impact, not our organizational need. Specific over sweeping.

18. Year-End / Annual Appeal Campaign

Act as a direct response fundraising strategist.

Build a complete [year-end / spring] appeal campaign.

Goal: \$[AMOUNT] from [#] donors. Timeline: [DATES]

List size: [#] with [#] active donors, average gift \$[AMOUNT]

Channels available: [EMAIL, DIRECT MAIL, SOCIAL, TEXT, PHONE]

The story/hook: [DESCRIBE]

Match available? [YES: \$AMOUNT FROM WHOM / NO]

Deliver:

1. A campaign calendar with every touch, by channel and date
2. Segment-specific messaging (lapsed / recurring / mid-level / first-time / board & major)
3. Full draft of the core appeal letter and 4 emails, including subject lines
4. Suggested ask amounts by segment, based on giving history logic
5. A tracking dashboard: which numbers to check daily, weekly, and at close

19. Major Gift Strategy & Ask Script

Act as a major gifts officer coaching me through a specific solicitation.

Prospect (use initials only): [XX]

Giving history: [AMOUNTS AND DATES]

Relationship: [WHO KNOWS THEM, HOW WELL, LAST CONTACT]

Known interests and motivations: [DESCRIBE]

Capacity estimate: [\$RANGE] and how we estimated it

What we want to ask for: \$[AMOUNT] for [PURPOSE]

Deliver:

1. A cultivation-to-ask sequence with specific next steps and timing
2. The exact ask language: the sentence I say, then stop talking
3. Answers to the 6 objections most likely from this person

4. What to do if they say yes, no, "let me think," or a lower number
5. The stewardship plan for the 12 months after the gift

Coach me on what I'm likely getting wrong.

20. Corporate Sponsorship Packages & Pitch

Act as a corporate partnerships director.

Build a sponsorship program for [EVENT / PROGRAM / ORGANIZATION].

Our audience/reach: [ATTENDEES, EMAIL LIST, SOCIAL, MEDIA, FOOT TRAFFIC]

Assets we can offer: [LOGO PLACEMENT, SPEAKING, EMPLOYEE VOLUNTEERING, NAMING, DATA, PRODUCT SAMPLING, TICKETS]

Target company types: [LIST]

Revenue goal: \$[AMOUNT]

Deliver:

1. Four sponsorship tiers with prices and benefit bundles, priced against the actual value delivered rather than round numbers
2. A one-page sell sheet, written for a marketing manager's priorities not ours
3. A cold outreach email and a warm-intro email
4. A discovery call script: 8 questions that reveal what they actually need
5. How to structure a multi-year agreement

21. Fundraising Event Plan & ROI Analysis

Act as an events fundraiser who is skeptical of events.

Event: [TYPE]. Goal: \$[NET AMOUNT]. Date: [DATE]. Expected attendance: [#]

Last year's results, if any: gross \$[X], expenses \$[Y], staff hours [Z]

Deliver:

1. A revenue model: tickets, sponsorship, auction, paddle raise, with realistic per-guest yield
2. A full expense budget
3. Projected NET and net-per-staff-hour
4. A run-of-show and a 12-week countdown timeline with owners
5. The paddle raise / appeal moment script
6. An honest verdict: is this event worth it compared to spending the same staff hours on [ALTERNATIVE]? Show the comparison.

22. Launch a Recurring / Monthly Giving Program

Act as a recurring giving specialist.

Help me launch a monthly giving program.

Current donors: [#] active, average gift \$[AMOUNT], retention rate [%]

Payment platform: [NAME]

Staff capacity to manage it: [HOURS/MONTH]

Deliver:

1. A program name and identity concept (3 options)
2. Suggested monthly gift levels tied to concrete impact statements: only use impact claims I can actually substantiate, and flag which ones I need to verify
3. The recruitment plan: who to ask first, in what order, and with what message
4. Full copy for the landing page, upgrade email to one-time donors, and welcome series (4 emails)
5. A retention plan including failed-card recovery and annual upgrade asks
6. The metrics that predict whether this program is healthy

23. Revenue Diversification for a Small Business

Act as a small business growth strategist.

Current revenue: \$[AMOUNT] from [BREAKDOWN BY SOURCE/CUSTOMER]

Concentration risk: our largest customer is [%] of revenue

Assets we already have: [EXPERTISE, AUDIENCE, EQUIPMENT, LOCATION, DATA, RELATIONSHIPS]

Capacity to take on something new: [HONEST ASSESSMENT]

Deliver:

1. Six revenue diversification options that build on assets we ALREADY have
2. For each: startup cost, time to first dollar, realistic year-one revenue, and what could go wrong
3. A ranking by (revenue potential ÷ effort × strategic fit)
4. A 90-day test plan for the top option that costs under \$[BUDGET]
5. Which options I should reject outright and why

Section 04

Donor and Customer Relationship Management

Prompts 24 to 31

24. Donor Segmentation from a CRM Export

Act as a fundraising data analyst.

I'm attaching a donor export with these fields: [LIST FIELDS]. All names have been replaced with IDs.

Deliver:

1. A segmentation using recency, frequency, and monetary value: define each segment and give me the count and total value
2. Identify: major gift prospects hiding in the mid-level, donors showing upgrade signals, donors showing lapse signals
3. For each segment, the single most important next action
4. Data quality problems you noticed (duplicates, missing fields, bad dates)
5. A one-page summary of what this data says about the health of our donor base

Show your criteria so I can reproduce this next quarter.

25. Lapsed Donor Reactivation

Act as a donor retention specialist.

We have [#] donors who last gave [TIMEFRAME] ago, totaling \$[AMOUNT] in historical giving. What we know about why they lapsed: [DESCRIBE OR "unknown"]

Deliver:

1. A tiered reactivation strategy: different approaches for lapsed-major, lapsed-mid, and lapsed-small donors
2. A 4-touch reactivation sequence with full copy, built around "here's what happened because of you" rather than "we miss you"
3. A short survey to send donors who don't respond, asking why they stopped, 5 questions max
4. Realistic reactivation rate benchmarks so I know if this worked
5. When to stop spending money on a lapsed donor, and the criteria for that call

26. Annual Stewardship & Touchpoint Calendar

Act as a donor stewardship director.

Build a 12-month stewardship calendar for these segments:

[MAJOR DONORS / MONTHLY DONORS / MID-LEVEL / GRASSROOTS / FOUNDATIONS / CORPORATE / BOARD]

Our capacity: [STAFF HOURS PER MONTH]. Our channels: [LIST].

Deliver:

1. A calendar showing every planned touch by segment and month, with a clear ratio of non-ask to ask communications
2. What each touch actually is (content, channel, who sends it)
3. Which touches must be personal and which can be templated
4. Total staff hours required per month, and if that exceeds our capacity, tell me what to cut
5. Five low-cost stewardship ideas most organizations overlook

27. Moves Management Plan for a Portfolio

Act as a major gifts manager building a portfolio plan.

Portfolio: [#] prospects. I'm pasting them with initials, giving history, capacity estimate, current relationship stage, and last contact date.

[PASTE]

My available time: [HOURS/WEEK]. Goal from this portfolio: \$[AMOUNT] by [DATE].

Deliver:

1. A prioritized tier structure (A/B/C) with contact frequency for each
2. For every A-tier prospect, the specific next move and target date
3. A weekly rhythm that fits my actual hours
4. Which prospects I should remove from the portfolio, and why keeping them costs me money
5. A simple tracking sheet design

28. Donor / Customer Personas

Act as a research-driven audience strategist.

Build [3 to 5] personas for our [donors / customers].

Data I have: [DEMOGRAPHICS, GIVING/PURCHASE PATTERNS, SURVEY RESULTS, ANECDOTES]

[PASTE OR SUMMARIZE]

For each persona deliver:

- Name, one-line description, and roughly what % of our base they are
- What they actually care about (not what we wish they cared about)
- What motivates them to give/buy, and what stops them
- Where they get information and who they trust
- The message that lands, and the message that backfires
- Their ideal channel and frequency

End by flagging which personas are based on real data and which are inferences I should validate.

29. Donor Retention Diagnostic & Dashboard

Act as a fundraising analytics consultant.

Here is our giving data for the last [3] years: [PASTE OR ATTACH: donor counts, gifts, amounts by year and segment]

Deliver:

1. Calculate: overall retention rate, first-year vs. multi-year retention, donor lifetime value, average gift trends, and net donor gain/loss
2. Compare each to benchmarks for organizations our size and type, and tell me where we're genuinely underperforming
3. Diagnose the 3 most likely causes of our biggest leak
4. A prioritized fix list with expected impact
5. A one-page monthly dashboard spec: which 8 metrics to track and the format

If the data is insufficient for any calculation, say so rather than estimating.

30. Personalized Acknowledgments at Scale

Act as a donor communications writer.

Write acknowledgment letters that don't sound like receipts.

Organization: [NAME]. Signer: [NAME, TITLE].

Required IRS/tax language: [PASTE YOUR STANDARD LANGUAGE]

Our voice: [DESCRIBE]

Deliver distinct versions for:

1. First-time gift under \$[X]
2. First-time gift over \$[X]
3. Repeat donor

4. Monthly donor welcome
5. Memorial or honor gift
6. Significantly increased gift
7. Gift from a lapsed donor returning

Each: under 200 words, opens with impact not gratitude boilerplate, includes one specific detail slot marked [PERSONALIZE: ____], and includes required tax language. No "your generous gift" in any version.

31. CRM Data Hygiene & Migration Plan

Act as a CRM administrator who has cleaned up many small-org databases.

Current system: [NAME]. Records: [#]. Known problems: [DUPLICATES, BAD ADDRESSES, INCONSISTENT NAMING, MISSING SOURCE CODES, ORPHANED PLEDGES]
[Optional: I'm attaching a sample export]

Deliver:

1. A prioritized cleanup sequence: what to fix first so later fixes don't undo it
2. Deduplication rules: what counts as a match, what to do with conflicts
3. A data standards document (naming conventions, required fields, salutation rules, source coding) the whole team can follow
4. A monthly maintenance routine under [X] hours
5. If migrating to [NEW SYSTEM]: a field mapping approach, what NOT to bring over, and a testing checklist before go-live

Section 05

Customer and Client Service

Prompts 32 to 38

32. Service Standards & Response Commitments

Act as a customer experience director.

Define service standards for [ORGANIZATION].

Channels we use: [PHONE, EMAIL, WALK-IN, SOCIAL, TEXT, PORTAL]

Volume: roughly [#] contacts per [WEEK/MONTH]

Team size handling them: [#]

Who we serve: [DESCRIBE: note any accessibility, language, or trauma-informed considerations]

Deliver:

1. Response time standards by channel and urgency level, realistic for our size
2. A definition of what "resolved" means for our 5 most common request types
3. Escalation criteria and paths
4. Quality standards: what a good interaction looks and sounds like, with before/after examples
5. How to measure adherence without creating metrics that make staff rush people

33. Build a Knowledge Base / FAQ

Act as a technical writer specializing in plain language.

Here are the questions we get most often, with our current answers:

[PASTE OR LIST QUESTIONS]

Deliver:

1. A rewritten FAQ organized by what the reader is trying to DO, not by our internal departments
2. Each answer: direct answer in the first sentence, then detail, under 150 words, at an 8th-grade reading level
3. Suggested categories and a search-friendly title for each entry
4. Twelve additional questions we're probably getting but haven't documented
5. Which answers should link to which other answers

Flag any answer where the underlying policy seems confusing, sometimes the

fix is the policy, not the wording.

34. Difficult Conversation & Complaint Response Templates

Act as a customer service trainer with a de-escalation background.

Write response templates for these hard situations:

1. We made a mistake that cost the person time or money
2. We have to say no to a reasonable request
3. Someone is angry and partly right
4. Someone is angry and factually wrong
5. We can't serve them: they're outside our eligibility/service area
6. A long wait or delay with no firm resolution date
7. A public negative review

For each deliver: an email/message template, key phrases to use, phrases to avoid, and when to escalate to a human conversation.

Tone: [OUR VOICE]. Never defensive, never groveling. Acknowledge, don't over-apologize. Say what happens next with a date.

35. Voice-of-Customer Analysis

Act as a qualitative research analyst.

I'm pasting [REVIEWS / SUPPORT TICKETS / SURVEY COMMENTS / INTAKE NOTES] from [TIME PERIOD]. Any identifying details have been removed.

[PASTE]

Deliver:

1. Themes ranked by frequency AND by intensity of feeling, noting where those two rankings differ
2. The exact language customers use to describe their problems: I want their words, not our jargon
3. Praise themes we should amplify in marketing
4. Root cause hypotheses for the top 3 complaints
5. Quick fixes vs. structural fixes
6. What's conspicuously absent: things I'd expect people to mention but nobody does

36. New Client / Customer Onboarding Sequence

Act as a customer onboarding designer.

Design onboarding for a new [CLIENT / CUSTOMER / PROGRAM PARTICIPANT].

What they need to know, do, and provide: [LIST]

Our current process: [DESCRIBE]

Where people currently drop off or get confused: [DESCRIBE]

First 90 days should end with them: [DEFINE SUCCESS]

Deliver:

1. A step-by-step onboarding journey with timing and channel for each touch
2. Full copy for the welcome message and each follow-up
3. A checklist the [client / participant] can follow
4. An internal checklist for staff, with owners
5. Two early warning signals that someone is disengaging, and the intervention for each
6. What to cut if we only have capacity for half of this

37. Auto-Reply / Chatbot Scripts with Escalation Rules

Act as a conversation designer.

Write automated response scripts for [CHANNEL: website chat / after-hours email / phone tree / SMS].

Our top 10 inquiry types: [LIST]

Hours we're actually staffed: [HOURS]

Things that must ALWAYS reach a human immediately: [LIST: e.g., safety concerns, crisis, complaints, media]

Deliver:

1. A greeting and menu structure
2. Response scripts for each inquiry type with the info needed to resolve it
3. Explicit escalation triggers: words, phrases, or situations that must immediately route to a person, including the exact handoff language
4. A fallback for when the system doesn't understand
5. What NOT to automate, and why

Tone: human, brief, never pretending to be a person when it isn't.

38. Service Recovery & Retention Playbook

Act as a retention strategist.

Something went wrong for a [customer / client]. Build our recovery playbook.

Typical failure types: [LIST]

What we can offer to make it right: [REFUND, CREDIT, EXPEDITE, APOLOGY, ESCALATION, ADDITIONAL SERVICE]

Our margin/budget constraints: [DESCRIBE]

Deliver:

1. A severity framework: how to size the response to the failure
2. A decision tree: what any frontline staffer can authorize without asking
3. The four-part recovery conversation structure with sample language
4. A follow-up sequence to confirm the fix held
5. A loop for feeding failures back into process improvement, with the tracking fields to capture
6. When to let a customer go, and how to do it gracefully

Section 06

Grant Writing and Reporting

Prompts 39 to 46

39. Funder Prospect Research & Fit Scoring

Act as a grants researcher.

Our organization: [SEE ORG PROFILE]

Project needing funding: [DESCRIBE]. Amount: \$[AMOUNT]. Timeline: [DATES]

Funders we've already approached: [LIST WITH OUTCOMES]

Deliver:

1. A fit-scoring rubric with weighted criteria (mission alignment, typical grant size, geography, application burden, relationship access, probability): I'll use it to score prospects consistently
2. The characteristics of a funder likely to fund THIS project: the profile I should search for
3. Where to search, and the specific search terms to use in each database
4. Red flags that a funder is a poor fit despite looking good on paper
5. A pipeline tracker design

If you can search the web, identify real candidate funders and score them. Otherwise, tell me exactly what to look up.

40. Letter of Inquiry / Concept Note

Act as a grant writer with a high LOI-to-invitation rate.

Write a letter of inquiry to [FUNDER].

What we know about their priorities: [PASTE FROM THEIR SITE/GUIDELINES]

Our project: [DESCRIBE]

Amount requested: \$[AMOUNT] over [PERIOD]

Total project budget: \$[AMOUNT]

Our evidence/track record: [DESCRIBE]

Length limit: [WORDS/PAGES]

Structure: the problem in their language → why us → what we'll do → what changes → what we're asking for → invitation to talk.

Rules: lead with the outcome, not our history. Mirror their terminology exactly. No adjectives doing the work that evidence should do. Every claim either cited or clearly marked as a projection.

41. Draft a Proposal Narrative Section

Act as a senior grant writer.

I'm writing the [statement of need / project description / organizational capacity / evaluation plan / sustainability] section.

The exact question/prompt from the RFP: [PASTE VERBATIM]

Word or page limit: [LIMIT]

Scoring criteria and points for this section: [PASTE IF AVAILABLE]

Raw material: my notes, data, and history: [PASTE EVERYTHING RELEVANT]

Deliver:

1. A draft that answers the question asked, in the order asked, using their vocabulary
2. Clear markers where I must insert real data: [DATA NEEDED: ____]
3. A note on which scoring criteria each paragraph is earning points against
4. Anything the reviewer will want to know that my raw material doesn't cover

Do not invent statistics, outcomes, partners, or credentials. If you need a number I haven't given you, mark it and tell me where to find it.

42. Grant Budget & Budget Narrative

Act as a grants budget specialist.

Build a budget for [PROJECT] to submit to [FUNDER].

Project scope and activities: [DESCRIBE]

Duration: [PERIOD]. Request: \$[AMOUNT]. Total project cost: \$[AMOUNT]

Staff involved and % effort: [LIST]

Funder's indirect cost policy: [%, OR "de minimis 10%", OR "not allowed"]

Match/cost share required: [YES: AMOUNT/TYPE / NO]

Other funders supporting this project: [LIST]

Deliver:

1. A line-item budget by category (personnel, fringe, travel, supplies, contractual, other, indirect) with calculation shown for each line
2. A budget narrative justifying each line and tying it to a project activity

3. A cost-share/match schedule if required
4. Lines a reviewer is most likely to question, and stronger justifications
5. Anything that looks unallowable under this funder's rules

43. Red-Team Review Before You Submit

Act as a grant reviewer on the funder's panel: skeptical, tired, reading your eleventh proposal today.

Here is the RFP: [PASTE GUIDELINES AND SCORING CRITERIA]

Here is our draft proposal: [PASTE]

Deliver:

1. Score our proposal against each stated criterion, with the points you'd award and why
2. Every place where we didn't actually answer the question asked
3. Unsupported claims, vague language, and jargon that would cost us points
4. Missing required elements or attachments
5. The three changes that would raise our score the most
6. Your honest fund / don't fund recommendation and the deciding factor

Be harsh. I'd rather hear it from you than from them.

44. Interim or Final Grant Report

Act as a grants manager writing a report that strengthens the relationship.

Funder: [NAME]. Grant: \$[AMOUNT] for [PURPOSE]. Period: [DATES]

What we promised: [PASTE ORIGINAL OBJECTIVES AND TARGETS]

What actually happened: [PASTE DATA, ACTIVITIES, NUMBERS]

Where we fell short: [BE HONEST]

Unexpected developments: [DESCRIBE]

Their report template/questions: [PASTE]

Deliver:

1. A complete report answering their questions in their format
2. A target-vs-actual table
3. Honest, non-defensive framing of shortfalls: what happened, what we learned, what we changed
4. One specific story that illustrates the numbers
5. A natural bridge to continued funding, without an explicit ask unless appropriate

Funders trust the grantee who reports a miss clearly. Write like that.

45. Grant Calendar & Pipeline Management

Act as a grants operations manager.

Here are our current and prospective grants:

[FUNDER, AMOUNT, STATUS, DEADLINE, REPORT DATES, RENEWAL DATE, PROBABILITY]

Deliver:

1. A 12-month calendar of every application deadline, report deadline, and renewal decision point, working backwards with internal draft deadlines
2. A weighted pipeline value (amount × probability) by quarter
3. Months where our workload is unmanageable, and what to move
4. Gaps where expiring grants aren't being replaced: the cliff, and when
5. A tracker design with the fields we need
6. Which prospects to drop because the effort-to-probability ratio is bad

46. Declination Debrief & Resubmission Strategy

Act as a grants strategist.

We were declined by [FUNDER] for [PROJECT], requesting \$[AMOUNT].

Feedback received: [PASTE, OR "none"]

Our proposal: [PASTE OR SUMMARIZE]

What we know about who they did fund: [DESCRIBE IF KNOWN]

Deliver:

1. The most likely reasons for the decline, ranked, distinguishing fixable proposal problems from structural fit problems
2. A thank-you-and-learn email to the program officer that people actually reply to: 5 sentences max
3. Specific questions to ask if we get a debrief call
4. A verdict: reapply, apply to a different program here, or move on, with reasoning
5. If reapplying: the 5 changes that matter most
6. Three funders with similar priorities worth approaching instead

Section 07

Program Management and Outcomes

Prompts 47 to 54

47. Logic Model / Theory of Change

Act as an evaluation consultant.

Build a logic model for [PROGRAM].

Who we serve: [POPULATION AND SIZE]

The problem: [DESCRIBE]

What we do: [ACTIVITIES]

Resources we use: [STAFF, FUNDING, PARTNERS, SPACE]

What we believe changes as a result: [DESCRIBE]

Deliver:

1. A complete logic model: inputs → activities → outputs → short-term outcomes → intermediate outcomes → long-term impact
2. The underlying assumptions, meaning the "if this, then that" links, stated explicitly
3. Which assumptions are strongest and which are weakest evidence-wise
4. External factors that could break the chain
5. A one-paragraph theory of change narrative for proposals
6. The 2 to 3 links where our logic is weakest and needs testing

48. Outcome Indicators & Measurement Plan

Act as a monitoring and evaluation specialist.

Program: [NAME]. Outcomes we're claiming: [LIST]

Data we currently collect: [LIST]

Our capacity to collect more: [HONEST ASSESSMENT: staff time, tools, skills]

Funder reporting requirements: [LIST]

Deliver:

1. For each outcome: 1 to 2 indicators, with definition, data source, collection method, frequency, and owner
2. Which indicators are output vs. outcome, and call me out where I'm claiming an outcome but only measuring an output
3. Realistic targets, with the reasoning behind each number
4. What to STOP collecting because nobody uses it

5. A minimum viable measurement plan if we can only do a third of this
6. Validated instruments that exist for our outcomes so we don't build from scratch

49. Survey Design

Act as a survey methodologist.

Design a survey for [PURPOSE: participant satisfaction / outcomes / needs assessment / customer feedback].

Respondents: [WHO, HOW MANY, LITERACY/LANGUAGE CONSIDERATIONS]

What we need to learn: [LIST YOUR ACTUAL QUESTIONS]

How we'll use the results: [DESCRIBE]

Delivery: [PAPER / ONLINE / PHONE / IN PERSON]

Maximum length: [MINUTES]

Deliver:

1. A complete survey with clear instructions and an intro explaining why it matters and how data will be used
2. Question types matched to the analysis we want to do
3. Validated scales where they exist, cited
4. Flag every leading, double-barreled, or biased question in MY list and rewrite it
5. Demographic questions written respectfully, with opt-out options
6. An analysis plan: what we'll do with each question's data

50. Analyze Program Data & Write the Findings

Act as a program evaluator.

I'm attaching/pasting our program data: [DESCRIBE: participants, attendance, pre/post scores, demographics, outcomes]

Deliver:

1. Descriptive statistics for key measures
2. Notable patterns, including differences across subgroups
3. Change over time where the data supports it
4. A clear statement of what this data CANNOT tell us, no causal claims without a design that supports them
5. Data quality issues: missing data, small cells, response bias
6. A findings narrative for [BOARD / FUNDER / STAFF] with the 3 things that matter most
7. The 5 questions this analysis raises that we should investigate next

Do not overstate. If a difference could easily be noise, say so.

51. Design a Program Evaluation

Act as an evaluation designer working within real-world constraints.

Program: [DESCRIBE]. Evaluation purpose: [LEARNING / ACCOUNTABILITY / FUNDING / SCALE DECISION]

Key questions we want answered: [LIST]

Budget: \$[AMOUNT]. Timeline: [PERIOD]. Internal capacity: [DESCRIBE]

Comparison group possible? [YES/NO/MAYBE: explain]

Deliver:

1. A recommended design, with the honest trade-offs of that choice
2. Two cheaper alternatives and what we'd give up
3. Data collection plan: instruments, timing, sample, who collects
4. Ethical considerations: consent, privacy, power dynamics, burden on participants, and what we owe participants in return
5. What claims this design will and will not let us make
6. A timeline and budget
7. Whether we need an external evaluator, and what to look for in one

52. After-Action Review / Continuous Improvement

Act as a facilitator running an after-action review.

Activity/period reviewed: [DESCRIBE]

What was supposed to happen: [DESCRIBE]

What actually happened: [DESCRIBE]

Data and feedback available: [PASTE]

Deliver:

1. A structured AAR analysis: intended vs. actual, why the gaps, what to sustain, what to change
2. Root cause analysis on the top 3 gaps: push past the first answer to underlying causes
3. Specific changes with owners and dates
4. What we should keep doing that's easy to lose in a redesign
5. A 45-minute agenda for running this conversation with my team, including questions that surface honest answers without blame

53. Scale, Sustain, or Sunset Decision

Act as a strategic advisor helping make a hard portfolio decision.

Program: [NAME]. Running for [TIME]. Serves [#] people per year.
 Annual cost: \$[AMOUNT]. Funding source: [DESCRIBE]. Staff: [FTE]
 Outcomes evidence: [DESCRIBE HONESTLY]
 Strategic fit: [DESCRIBE]
 Who would be affected if we ended it: [DESCRIBE]

Deliver:

1. A decision framework with weighted criteria (mission fit, outcomes, financial sustainability, community need, alternative providers, staff capacity)
2. An honest scoring of this program against it
3. The case FOR scaling and the case FOR sunseting, both argued seriously
4. What we'd need to learn to decide with confidence, and how fast we could learn it
5. If sunseting: a responsible wind-down sequence, participants first, then staff, then funders, then public

54. Participant Journey Map & Access Barriers

Act as a service design researcher focused on equitable access.

Map the journey for a [PARTICIPANT / CLIENT / CUSTOMER] of [PROGRAM/SERVICE].

Steps as we understand them: [LIST FROM FIRST AWARENESS TO EXIT]

Who we serve: [DESCRIBE, INCLUDING BARRIERS THEY FACE]

Where we lose people: [DATA IF AVAILABLE]

Deliver:

1. A stage-by-stage journey map: what they do, what we do, how they likely feel, what could go wrong
2. Barriers at each stage: practical (transportation, hours, childcare, documents, language, tech), and psychological (stigma, distrust, confusion)
3. The 3 highest-drop-off points and the most likely causes
4. Fixes ranked by impact + effort
5. Five questions to ask actual participants to validate this map, because this is a hypothesis, not a finding

Section 08

Board Governance and Leadership

Prompts 55 to 62

55. Board Recruitment Matrix & Pipeline

Act as a governance consultant.

Build a board recruitment strategy.

Current board: [#] members. Here are their skills, backgrounds, connections, terms ending, and demographics (no names: use B1, B2...): [LIST]

Our strategic priorities: [LIST]

Bylaws requirements: [SIZE RANGE, TERM LIMITS, OFFICER ROLES]

Community we serve: [DESCRIBE]

Deliver:

1. A board matrix showing skills, networks, lived experience, and demographics we have vs. need
2. The 5 most important gaps, ranked by strategic importance
3. For each gap, where to find candidates and how to approach them
4. A recruitment conversation guide including what to be honest about upfront (time, giving expectations, real workload)
5. A one-page board member role description
6. A vetting process, including questions that surface a bad fit early

56. Board Meeting Agenda & Pre-Read Dashboard

Act as a governance consultant who believes most board meetings waste everyone's time.

Design our next board meeting.

Meeting length: [HOURS]. Board size: [#].

Decisions that must be made: [LIST]

Topics needing discussion but not decision: [LIST]

Routine items: [LIST]

Current problem with our meetings: [e.g., all report-listening, no discussion]

Deliver:

1. An agenda with time allocations that puts at least 50% of time on

- generative discussion and decisions, not reports
- 2. A consent agenda listing what moves off the floor
- 3. For each discussion item: the framing question that opens it well
- 4. A one-page pre-read dashboard spec: which financial, program, and fundraising indicators the board needs monthly, with a red/yellow/green format
- 5. What to send in advance and the expectation to state about reading it
- 6. A closing 10 minutes that produces accountability

57. New Board Member Onboarding

Act as a board development director.

Design onboarding for new board members joining [ORGANIZATION].

Our complexity: [BUDGET SIZE, PROGRAMS, ANY UNUSUAL CONTEXT]

Board's role here: [GOVERNING / WORKING / SOMEWHERE BETWEEN]

Expectations of members: [MEETINGS, COMMITTEES, GIVING, FUNDRAISING, EVENTS]

Deliver:

- 1. A board orientation packet table of contents
- 2. A 90-day onboarding plan: what happens in weeks 1, 4, and 12
- 3. A 2-hour orientation session agenda
- 4. A plain-language explanation of fiduciary duties (care, loyalty, obedience) with a concrete example of each being violated
- 5. A mentorship pairing structure
- 6. Ten questions a new member should feel free to ask, printed and given to them, so they don't spend a year afraid to look uninformed

58. Committee Charters

Act as a governance consultant.

Draft charters for these board committees: [FINANCE/AUDIT, GOVERNANCE/ NOMINATING, DEVELOPMENT, EXECUTIVE, PROGRAM, or LIST YOURS]

Board size: [#]. Staff support available: [DESCRIBE]. Meeting frequency: [X]

For each committee deliver:

- 1. Purpose in two sentences
- 2. Specific responsibilities, and explicitly, what is NOT its responsibility
- 3. Composition, chair requirements, and whether non-board members can serve
- 4. Meeting frequency and a standing agenda
- 5. What it decides vs. what it recommends to the full board

6. An annual work plan by month

Then flag any committee we probably don't need at our size, and say so plainly.

59. Draft a Governance Policy

Act as a nonprofit governance attorney's research assistant (note: not legal advice: I'll have counsel review).

Draft a [conflict of interest / whistleblower / document retention / gift acceptance / executive compensation / social media / board giving] policy for [ORGANIZATION].

Our context: [SIZE, STATE, ENTITY TYPE, ANY SPECIFIC CONCERNS]

What prompted this: [DESCRIBE]

Deliver:

1. A complete policy in plain language, under [X] words
2. Any accompanying form (e.g., annual disclosure form)
3. Implementation steps: who's covered, how it's introduced, how often it's renewed
4. Three realistic scenarios our team will face, and how the policy handles each
5. Which provisions are legally significant vs. best practice, so I know what not to water down
6. Specific questions to ask our attorney before adopting

60. Executive Evaluation & Succession Planning

Act as a board development consultant.

Help our board [evaluate our Executive Director/CEO / build a succession plan].

Organization stage: [DESCRIBE]. Leader's tenure: [YEARS]

Current evaluation practice: [DESCRIBE OR "none"]

Strategic priorities the leader is accountable for: [LIST]

Deliver:

1. An evaluation framework with 5 to 6 domains and observable indicators, not personality traits
2. A self-evaluation form and a board evaluation form
3. A structured process: who gathers input, from whom, how it's synthesized, who delivers it
4. A script for the evaluation conversation, including how to deliver critical

- feedback to someone who is also our colleague
- 5. An emergency succession plan: who has authority the day after an unexpected departure, what they can access, who is notified in what order
- 6. A long-term succession readiness plan

61. Strategic Planning Facilitation & Draft

Act as a strategic planning facilitator for an organization that cannot afford a year-long process.

Design and draft a [3]-year strategic plan.

Current state: [REVENUE, PROGRAMS, STAFF, KEY CHALLENGES]

Environment: [TRENDS, COMPETITION, FUNDING CLIMATE, COMMUNITY CHANGES]

Stakeholder input available: [DESCRIBE OR "none yet"]

Timeline and budget for planning: [DESCRIBE]

Deliver:

1. A right-sized planning process: sessions, participants, timeline
2. A stakeholder input plan (who to ask, what to ask, how)
3. A SWOT built from what I've told you, with the honest weaknesses included
4. Three strategic directions, each with a clear "this means we will NOT..." trade-off stated
5. For the recommended direction: 3 to 4 goals with measurable objectives, owners, and years
6. A one-page plan-on-a-page for the board and the wall
7. A quarterly review rhythm so this doesn't become a binder on a shelf

62. Difficult Board Conversations & Accountability

Act as an executive coach who has navigated board conflict.

The situation: [DESCRIBE: e.g., a board member who doesn't fulfill giving commitments / micromanages staff / dominates meetings / has a conflict of interest / never shows up / the board isn't fundraising]

Who I am in this: [ED / BOARD CHAIR / MEMBER]

Power dynamics: [DESCRIBE, who they're connected to, what leverage exists]

What I've already tried: [DESCRIBE]

Outcome I want: [DESCRIBE]

Deliver:

1. An honest read of what's actually going on beneath the presenting problem

2. Three approaches, from lightest touch to formal, with likely consequences
3. A word-for-word opening for the recommended conversation
4. Their likely responses and my reply to each
5. What to document, and when
6. When to accept this and manage around it instead, sometimes that's the right answer

Section 09

Product and Service Development

Prompts 63 to 69

63. Discovery Interview Guide

Act as a user researcher.

I want to understand whether [AUDIENCE] actually needs [IDEA] before we build it.

My hypothesis: [STATE IT]
 What I'm afraid is true: [STATE IT]

Deliver:

1. A 30-minute interview guide with questions about their PAST BEHAVIOR, not their predicted future behavior
2. Questions specifically designed to disconfirm my hypothesis
3. The leading questions I'm likely to ask by accident, and neutral rewrites
4. How to recruit 8 to 10 of the right people, and where to find them
5. What answers would tell me to stop, and what answers would tell me to proceed
6. A simple synthesis method for after the interviews

Remind me: people are polite about ideas and honest about their problems.

64. Market Scan & Opportunity Sizing

Act as a market analyst.

Assess the opportunity for [PRODUCT / SERVICE / PROGRAM] in [MARKET/GEOGRAPHY].

Who it's for: [DESCRIBE]
 The problem it solves: [DESCRIBE]
 What exists today: [COMPETITORS/ALTERNATIVES I KNOW OF]
 Our advantage: [DESCRIBE]

Deliver:

1. A landscape of existing options, including the "do nothing" and "duct tape" alternatives people currently use
2. An estimate of addressable demand with your method and assumptions shown
3. Where we'd differentiate honestly, and where we wouldn't

4. Barriers to entry, ours and theirs
5. The 5 things I'd need to verify before investing, and how to verify each cheaply
6. The strongest argument that this is a bad idea

If you can search the web, use current information and cite it.

65. Concept Brief / MVP Definition

Act as a product manager who ruthlessly cuts scope.

Turn this idea into a defined minimum viable version.

The idea: [DESCRIBE]

Who it's for and what job it does for them: [DESCRIBE]

Everything we imagine it eventually doing: [BRAIN DUMP]

Resources: [BUDGET, PEOPLE, TIME]

Deliver:

1. A one-page concept brief: problem, user, solution, success measure
2. A feature list split into: essential for the core value / valuable later / cut entirely, with the reasoning for each cut
3. The single riskiest assumption and the cheapest way to test it first
4. A definition of "done" for v1
5. What we're deliberately doing badly in v1, stated out loud so nobody panics later
6. Estimated cost and time for the MVP only

66. Pilot Design & Test Plan

Act as a pilot program designer.

Design a pilot of [PRODUCT / SERVICE / PROGRAM].

Goal of the pilot: [WHAT WE NEED TO LEARN]

Duration: [PERIOD]. Budget: \$[AMOUNT]. Participants: [# AND WHO]

Deliver:

1. Explicit learning objectives: the questions this pilot must answer
2. Success criteria defined BEFORE we start, with numbers
3. Kill criteria: the results that mean we stop, defined now while we're still objective
4. What we'll measure, how, and when

5. Week-by-week operational plan with owners
6. Risks to the pilot itself and how we'd mitigate them
7. A decision meeting agenda for the end, with the decision options laid out

67. Pricing & Packaging Tiers

Act as a packaging strategist.

Design tiers for [PRODUCT / SERVICE].

What we offer: [FULL LIST OF FEATURES/COMPONENTS]
 Customer types and what each values most: [DESCRIBE]
 Cost to deliver each component: [IF KNOWN]
 Current pricing: [DESCRIBE]

Deliver:

1. Three tiers with names, prices, and what's included in each
2. The reasoning: which single feature drives each upgrade decision
3. Where to place the anchor and which tier we actually want most people to buy
4. What NOT to include in the lowest tier: the thing that makes upgrading worth it without making the base tier feel punitive
5. A comparison table ready to put on a website
6. How to migrate existing customers without anger
7. If we're a nonprofit: how to structure sliding scale or subsidized access without stigmatizing anyone

68. Launch Plan

Act as a launch manager.

Plan the launch of [PRODUCT / SERVICE / PROGRAM] on [DATE].

Audience: [DESCRIBE]. Channels: [LIST]. Budget: \$[AMOUNT]
 Team available: [WHO AND HOW MUCH TIME]
 Success at 90 days looks like: [DEFINE]

Deliver:

1. A backwards-planned timeline from launch date, with owners and dependencies
2. Pre-launch, launch week, and post-launch activities
3. A messaging brief: the one sentence everyone on the team says the same way
4. Content and asset checklist by channel
5. An internal readiness checklist: what has to be true operationally before we tell anyone (support, billing, staffing, intake, capacity)

6. The 5 most likely launch-day failures and the plan for each
7. What we measure on day 1, day 7, day 30, day 90

69. Portfolio Review

Act as a strategy consultant reviewing our full set of offerings.

Here is everything we currently offer: [LIST EACH WITH: revenue/participants, cost, staff time, strategic fit, growth trend]

Deliver:

1. A portfolio matrix plotting each on [strategic fit] vs. [financial sustainability], with each item placed and justified
2. Overlaps and internal competition between offerings
3. Which two things deserve more investment, and where that investment comes from
4. Which one to sunset, with the case made plainly
5. What's missing from the portfolio given our strategy
6. The organizational reason we're keeping the weakest offering: name it, because it's usually a person, a funder, or a founder's attachment

Section 10

Marketing and Communications

Prompts 70 to 77

70. Messaging Framework & Brand Voice Guide

Act as a brand strategist.

Build a messaging framework and voice guide for [ORGANIZATION].

What we do: [DESCRIBE]

Who we're talking to: [LIST AUDIENCES IN PRIORITY ORDER]

What makes us different: [DESCRIBE]

What we sound like at our best: [EXAMPLES OR ADJECTIVES]

What we never want to sound like: [DESCRIBE]

Deliver:

1. A positioning statement and three core messages
2. Audience-specific versions of each core message
3. Proof points supporting each message
4. Elevator descriptions at 10, 25, and 75 words
5. A voice guide: 4 traits, each with "we do this / we don't do this" examples
6. A word list: terms we use and terms we avoid, with reasons
7. Three before/after rewrites of my existing copy: [PASTE SAMPLES]

71. 90-Day Content Calendar

Act as a content strategist working with a team that has almost no time.

Build a 90-day content calendar.

Channels and current cadence: [LIST]

Audience and what they care about: [DESCRIBE]

Key dates: [CAMPAIGNS, EVENTS, DEADLINES, SEASONAL MOMENTS]

Content we already have: [DESCRIBE]

Realistic capacity: [HOURS/WEEK AND WHO]

Deliver:

1. A calendar with date, channel, format, topic, headline, and CTA for each post
2. A recurring content mix (educational / impact / behind-the-scenes / ask / community) with target ratios

3. Four content pillars that give us a reason for everything we post
4. A batching plan: how to produce a month in one sitting
5. Which channels to abandon because we can't sustain them
6. Ten evergreen posts to bank for weeks when everything falls apart

72. Content Repurposing Engine

Act as a content producer who never lets an asset be used once.

I'm pasting a [BLOG POST / REPORT / SPEECH / PROGRAM UPDATE / ANNUAL REPORT]:
[PASTE]

Turn it into:

1. Three LinkedIn posts in different angles (data, story, contrarian take)
2. Five short social posts with hooks that work without the link
3. An email newsletter section (200 words)
4. A 60-second video script with visual direction
5. Six pull quotes for graphics
6. A short-form version for [INSTAGRAM / TIKTOK] with an opening line that stops the scroll
7. Three headline variants for the original

Match our voice: [DESCRIBE]. Don't add facts that aren't in the source.

73. Email Newsletter

Act as an email marketer with high open and click rates.

Write our [MONTHLY/WEEKLY] newsletter.

Audience: [DESCRIBE]. Average open rate: [%]

What we want to include: [LIST ITEMS]

The one action we want readers to take: [CTA]

Length target: [WORDS]

Deliver:

1. Five subject line options with different psychological approaches, plus your pick and why
2. Preview text for each
3. The full newsletter, structured so a skimmer still gets the point
4. One primary CTA placed well, plus at most one secondary
5. A plain-text version
6. What to cut if I need it 40% shorter

Open with something specific and concrete. No "we hope this finds you well."

74. Website Copy / Landing Page

Act as a conversion copywriter.

Write [HOMEPAGE / PROGRAM PAGE / DONATE PAGE / SERVICE PAGE / ABOUT PAGE] copy.

Who lands here and what they're trying to figure out: [DESCRIBE]

The action we want: [DEFINE]

What we offer: [DESCRIBE]

Objections and hesitations: [LIST]

Proof we can show: [TESTIMONIALS, DATA, CREDENTIALS, LOGOS]

Deliver:

1. Full page copy, section by section, with headline, subhead, body, and CTA
2. A hero section that says what we do in 8 words a stranger understands
3. Objection-handling sections placed where the doubt actually arises
4. Three CTA button text options: specific verbs, not "Submit" or "Learn More"
5. Notes on what content goes above the fold and why
6. Alt text suggestions and accessibility notes

75. Impact Story / Case Study

Act as a storyteller committed to dignity in how people are portrayed.

Write an impact story about [PERSON / BUSINESS / COMMUNITY].

What I know: [DETAILS, with permission status noted]

Their own words, if I have them: [PASTE QUOTES]

The change that happened: [DESCRIBE]

Where this will be published: [NEWSLETTER / GRANT / WEBSITE / SOCIAL]

Consent status: [WHAT THEY AGREED TO]

Deliver:

1. A 400-word story, and a 120-word version
2. Written so the person is the agent of their own change: we are the supporting character, not the hero
3. No before/after framing that reduces them to a problem
4. A consent and review checklist before publishing
5. Flag any detail that could identify them if they wanted anonymity
6. Three headline options that don't sensationalize

If I've given you anything that reads as exploitative, tell me directly.

76. Media Pitch & Press Release

Act as a PR professional with real newsroom experience.

The news: [DESCRIBE]

Why it matters to people outside our organization: [DESCRIBE]

Target outlets and reporters: [LIST OR DESCRIBE THE BEAT]

Available: [SPOKESPERSON, DATA, PHOTOS, VISUAL, CASE STUDY, EXCLUSIVE?]

Timing: [DATE]

Deliver:

1. A pitch email under 150 words with a subject line a reporter opens
2. A full press release in AP style
3. Three story angles for different outlet types
4. A quote for our spokesperson that sounds like a person, not a press release
5. A media advisory if this is an event
6. Anticipated reporter questions with prepared answers, including the uncomfortable one
7. An honest assessment: is this actually newsworthy? If not, say so and suggest what would be.

77. Crisis Communications Kit

Act as a crisis communications advisor.

Prepare us for [SCENARIO: financial impropriety / staff misconduct / client harm / data breach / leadership departure / negative coverage / social media backlash / service failure].

Our context: [DESCRIBE]

Stakeholders: [FUNDERS, CLIENTS, STAFF, BOARD, COMMUNITY, MEDIA, REGULATORS]

Deliver:

1. A holding statement usable within 60 minutes of the story breaking
2. A fuller statement for once facts are established
3. Stakeholder-specific messages in notification order, who hears first, second, third, and why order matters
4. What we do NOT say, and why
5. A decision tree for escalation, including when to involve legal
6. Internal talking points so every staff member says the same true thing

7. Social media response protocol, including when not to respond
8. A 30-day trust rebuilding plan

Prioritize honesty and accountability over reputation protection. They're the same thing on a long enough timeline.

Section 11

Volunteer Management

Prompts 78 to 84

78. Volunteer Role Descriptions

Act as a volunteer engagement director.

Write role descriptions for these volunteer positions: [LIST]

For each I'll tell you: what they'd do [DESCRIBE], time commitment [HOURS], duration [PERIOD], skills needed [LIST], supervision [WHO].

Deliver for each:

1. A compelling title that isn't "Volunteer"
2. The impact statement: what changes because this role exists
3. Specific responsibilities, concrete enough that someone knows if they'd enjoy it
4. Required vs. preferred qualifications, with required kept genuinely minimal
5. Time commitment stated honestly, including the parts people underestimate
6. What the volunteer gets: skills, community, experience, references
7. Screening requirements (background check, references, training)
8. Accessibility notes: physical demands and possible accommodations

79. Volunteer Recruitment Campaign

Act as a volunteer recruiter.

We need [#] volunteers for [ROLE/PROGRAM] by [DATE].

Who would be great at this: [DESCRIBE]

What we can offer them: [DESCRIBE]

Our current recruitment channels: [LIST]

Past recruitment results: [DESCRIBE]

Deliver:

1. Ten specific sourcing channels ranked by likely yield for OUR role, beyond the obvious volunteer-match sites: include employers, faith communities, schools, professional associations, and affinity groups
2. Recruitment copy for: social post, email, flyer, and a partner organization outreach message

3. A referral ask for current volunteers, with the exact wording
4. An application and screening process proportional to the role's risk level
5. A response-to-placement timeline: how fast we must reply before people lose interest (and what that number actually is)

80. Volunteer Orientation & Training Curriculum

Act as an instructional designer for adult learners.

Design orientation and training for [VOLUNTEER ROLE].

What they must be able to do independently: [LIST]

What they must never do: [LIST]

Risk level of the role: [DESCRIBE]

Training time available: [HOURS]

Trainer capacity: [DESCRIBE]

Deliver:

1. A training outline with learning objectives, each stated as an observable behavior
2. A session agenda mixing content, practice, and questions, no lecture longer than 12 minutes
3. Scenario-based practice for the 5 hardest situations they'll face
4. A quick-reference card for the first shift
5. A shadowing and gradual-release plan
6. A competency checklist for sign-off
7. What can be self-paced vs. what requires a person
8. Boundaries, confidentiality, and mandated reporting content if relevant

81. Volunteer Scheduling & Retention System

Act as a volunteer operations manager.

Design a scheduling and retention system.

Volunteers: [#]. Shifts/roles: [DESCRIBE]. Coverage needed: [DESCRIBE]

Current no-show rate: [%]. Current tools: [SPREADSHEET / SOFTWARE / NONE]

Staff time available to manage this: [HOURS/WEEK]

Deliver:

1. A scheduling approach that reduces staff coordination time
2. Confirmation and reminder sequence with timing and channel
3. A no-show protocol, and the policy language for it

4. A backup/on-call system for critical shifts
5. The 5 most common reasons volunteers quit, and a specific counter-practice for each
6. A check-in rhythm at 1 month, 3 months, and 1 year
7. Metrics to track: retention rate, hours, no-show rate, satisfaction
8. Tool recommendations at our size and budget

82. Volunteer Recognition Program

Act as a volunteer engagement specialist who knows that plaques don't retain people.

Design recognition for [#] volunteers across [ROLES].

Budget: \$[AMOUNT/YEAR]. Staff time: [HOURS/MONTH]

What our volunteers seem to actually value: [DESCRIBE IF KNOWN]

Deliver:

1. A recognition calendar mixing immediate, ongoing, and milestone recognition
2. Fifteen low-cost or free ideas, weighted toward the ones that work: specific personal thanks, impact information, growth opportunities, and voice in decisions
3. Milestone markers (hours, years, projects)
4. Personalization approach: how to know what a given volunteer values
5. A recognition event concept if warranted, with cost
6. Templates: thank-you note, impact update, milestone message
7. What to avoid: recognition that feels hollow or accidentally ranks people

83. Scope a Skills-Based / Pro Bono Project

Act as a pro bono program manager.

We want skilled volunteer help with [NEED: website, financial analysis, legal, HR, marketing, strategy, IT, design].

Our situation: [DESCRIBE THE PROBLEM]

Internal capacity to support the project: [HONEST ASSESSMENT]

Deadline: [DATE]

Deliver:

1. A scoped project brief: objective, deliverables, timeline, our responsibilities vs. theirs
2. The skills profile of the right volunteer

3. Where to find them (corporate programs, professional associations, platforms, universities, alumni networks): be specific
4. A project agreement covering scope, IP, confidentiality, and how it ends
5. The 5 ways pro bono projects fail, and the safeguard for each, especially projects that die because we couldn't keep up
6. What we must NOT delegate to a volunteer, and why
7. A handoff and sustainability plan for after they leave

84. Volunteer Impact & Value Measurement

Act as a volunteer program evaluator.

Measure and communicate the value of our volunteer program.

Volunteers: [#]. Total hours: [# / YEAR]. Roles: [DESCRIBE]

Staff time spent managing them: [HOURS / YEAR]

Direct program costs: \$[AMOUNT]

Deliver:

1. Economic value calculation using the independent sector hourly value rate, plus a separate skills-based valuation for professional roles
2. A true net value calculation that subtracts our management cost, and an honest read on whether the program pays for itself financially
3. Non-economic value we should be measuring: community connection, advocacy, donor conversion, reach, board pipeline
4. Data on volunteer-to-donor conversion if we can construct it
5. A one-page impact summary for the board and for funders
6. Which parts of the program are worth the management burden and which aren't

Section 12

HR and Workforce Planning

Prompts 85 to 92

85. Job Description & Inclusive Posting

Act as a talent acquisition specialist focused on equitable hiring.

Write a job description and posting for [POSITION].

What they'll actually do day to day: [DESCRIBE]

Reports to: [ROLE]. Manages: [ROLE(S)]

Must-have vs. nice-to-have: [LIST BOTH]

Salary range: \$[RANGE]. Benefits: [LIST]

Location/schedule: [ONSITE/HYBRID/REMOTE, HOURS, FLEXIBILITY]

Deliver:

1. An internal job description with essential functions and physical requirements (ADA-appropriate)
2. An external posting written to attract, not filter
3. Requirements stripped to what's genuinely necessary: challenge every degree requirement and every "X years experience" number I gave you
4. Gendered or coded language in my input, flagged and replaced
5. Salary range posted transparently, with rationale for the range
6. An honest section about what's hard about this job
7. Where to post to reach candidates outside our existing networks

86. Interview Guide & Scorecard

Act as a hiring manager who runs structured, bias-resistant interviews.

Position: [TITLE]. Key competencies: [LIST 4 to 6]

Deliver:

1. A structured interview guide with behavioral questions for each competency, asking about specific past situations
2. What a strong, adequate, and weak answer sounds like for each question
3. A scoring rubric (1 to 4) with observable anchors, not gut feel
4. A realistic job preview segment and questions that surface a mismatch
5. A skills exercise or work sample appropriate to the role, with a time cap and a note on whether to pay candidates for it
6. Questions we must NOT ask, and legally sound alternatives that get at what

we actually want to know

7. A debrief process that prevents the loudest person from deciding
8. Reference check questions that get past confirmation

87. Compensation Bands & Pay Equity Review

Act as a compensation analyst.

Help us build a defensible pay structure.

Current roles and salaries (use role titles, no names): [LIST]

Our budget for personnel: \$[AMOUNT]

Geography: [LOCATION]. Sector: [NONPROFIT / INDUSTRY]

Our stated values around pay: [DESCRIBE]

Deliver:

1. A banded structure grouping roles by scope, with min/mid/max for each band
2. Where our current salaries fall inside or outside those bands
3. Internal equity problems: roles of similar scope paid differently, and by how much
4. A compression analysis between managers and their reports
5. A prioritized, costed remediation plan over [X] years
6. A transparent pay philosophy statement for staff and job postings
7. Which market data sources to use for our sector and size, by name
8. What I should have an employment attorney review

88. 30-60-90 Day Onboarding Plan

Act as an onboarding designer.

Build a 30-60-90 day plan for a new [POSITION] starting [DATE].

Their responsibilities: [DESCRIBE]

Who they need to know: [LIST ROLES]

Systems they need: [LIST]

What success looks like at 90 days: [DEFINE]

Our onboarding history: [WHAT USUALLY GOES WRONG]

Deliver:

1. A pre-first-day checklist for us (equipment, accounts, paperwork, announcement, workspace)
2. A day-one and week-one schedule that isn't 8 hours of paperwork
3. 30 / 60 / 90 day goals: learning goals early, delivery goals later

4. A meet-with list, with the purpose of each conversation
5. A check-in cadence with specific questions for each check-in
6. A buddy/mentor structure
7. The unwritten rules we should tell them explicitly instead of letting them discover painfully
8. Warning signs at 30 days that this isn't working, and what to do

89. Performance Review & Feedback

Act as an HR consultant who thinks most performance reviews are theater.

Design our performance review process, and help me prepare for one specific conversation.

Organization size: [#]. Current process: [DESCRIBE OR "none"]

Role being reviewed: [TITLE]

What's going well: [DESCRIBE]

What isn't: [DESCRIBE SPECIFICALLY, WITH EXAMPLES]

History of feedback given so far: [BE HONEST]

Deliver:

1. A simple review framework proportional to our size
2. Self-assessment and manager assessment forms
3. Goal-setting structure that connects to organizational priorities
4. For my specific conversation: an outline with the exact opening sentence, the specific behavioral examples framed without character judgment, and space for their perspective before I conclude anything
5. Their likely reactions and my response to each
6. If performance is the issue: a fair improvement plan with measurable expectations and a real timeline
7. What to document

90. Workforce & Staffing Plan

Act as a workforce planner.

Build a [2]-year staffing plan.

Current team: [ROLES, FTE, SALARY, FUNDING SOURCE]

Growth or change expected: [DESCRIBE]

Personnel budget now: \$[AMOUNT]. Projected: \$[AMOUNT]

Work currently not getting done: [DESCRIBE]

Roles where we depend on one person: [LIST]

Deliver:

1. A gap analysis: work to be done vs. capacity we have
2. A prioritized hiring sequence with timing, cost, and the trigger condition for each hire
3. For each gap, the honest comparison: hire, contract, outsource, automate, or stop doing the work
4. Total personnel cost projection including fringe and taxes
5. Key person risks and cross-training priorities
6. Roles funded by restricted or expiring funding, and the plan for when it ends
7. What to do if the budget comes in 20% lower than projected

91. Employee Handbook Policy

Act as an HR policy writer (note: not legal advice, counsel will review).

Draft a [PTO / remote work / flexible schedule / harassment and complaint / leave / performance / technology use / social media] policy.

Organization: [SIZE, STATE, ENTITY TYPE]

Our culture and what we want this policy to signal: [DESCRIBE]

What prompted this: [DESCRIBE]

Current practice: [DESCRIBE]

Deliver:

1. A complete policy in plain language, under [X] words
2. Any procedure or form required to actually use it
3. State and federal requirements that apply at our size: clearly marked
4. Five real situations our team will face, with how the policy resolves each
5. Where the policy is intentionally flexible vs. firm, and the risk of each
6. Specific questions for our employment attorney
7. How to introduce it to staff without it feeling like a crackdown

92. Retention, Burnout & Engagement Diagnostic

Act as an organizational development consultant who knows that pizza parties don't fix burnout.

Diagnose our retention and engagement.

Team size: [#]. Turnover last [12] months: [# AND ROLES]

Exit reasons given: [LIST]. Exit reasons suspected: [LIST]

Signals we're seeing: [ABSENCE, ERRORS, WITHDRAWAL, CONFLICT, OVERTIME]

Budget for solutions: \$[AMOUNT]. Compensation position: [BELOW/AT/ABOVE MARKET]

Deliver:

1. Turnover cost calculation for our situation
2. Likely root causes ranked, distinguishing compensation problems from workload, management, clarity, autonomy, and mission-alignment problems
3. An anonymous pulse survey: 10 questions that surface truth
4. Interventions ranked by impact ÷ cost, with the free ones listed first
5. Which problems are structural and cannot be fixed with perks or wellness programming: name them plainly
6. A stay-interview guide for the people we most need to keep
7. Early warning indicators to monitor going forward

Section 13

Risk Management

Prompts 93 to 100

93. Enterprise Risk Register & Heat Map

Act as a risk management consultant.

Build a risk register for [ORGANIZATION].

Our operations: [DESCRIBE]

Sector-specific risks: [DESCRIBE]

Population/customers served: [DESCRIBE, INCLUDING VULNERABILITY]

Known concerns keeping me up at night: [LIST]

Deliver:

1. A risk register across categories: financial, operational, compliance, reputational, human capital, technology, governance, external
2. For each: description, likelihood (1 to 5), impact (1 to 5), score, current controls, gap, owner role, next action
3. A heat map placement of the top 15
4. The 5 risks we're most likely underestimating because they've never happened to us
5. Risks unique to organizations of our size and type
6. A quarterly review process for the board
7. The 3 risks to address first, and what to do about each in the next 30 days

94. Business Continuity & Disaster Plan

Act as a continuity planning specialist.

Build a continuity plan for [ORGANIZATION].

Critical functions we cannot stop: [LIST]

Scenarios of concern: [FACILITY LOSS, KEY PERSON LOSS, SYSTEM OUTAGE, NATURAL DISASTER, FUNDING LOSS, PANDEMIC/CLOSURE, SUPPLY DISRUPTION]

Current preparations: [DESCRIBE OR "minimal"]

Locations: [DESCRIBE]

Deliver:

1. A critical function analysis: how long can each be down before real harm

2. For each top scenario: immediate actions in the first 24 hours, the first week, and the first month
3. An emergency contact tree and a communication plan for staff, clients, board, funders, and community
4. Data and records backup requirements, with what to verify quarterly
5. Alternate operating arrangements
6. Decision authority when leadership is unreachable
7. A one-page emergency quick-reference card every staff member carries
8. An annual testing exercise we can run in 90 minutes

95. Cybersecurity & Data Privacy Baseline

Act as a cybersecurity advisor working with organizations that have no IT staff.

Assess and improve our security posture.

Systems we use: [EMAIL, CRM, ACCOUNTING, FILE STORAGE, WEBSITE, PAYMENT PROCESSING, DEVICES]

Sensitive data we hold: [DONOR PII, PAYMENT DATA, CLIENT RECORDS, HEALTH INFO, EMPLOYEE DATA]

Team size and tech comfort: [DESCRIBE]

Current practices: [PASSWORDS, MFA, BACKUPS, TRAINING, ACCESS CONTROL]

Budget: \$[AMOUNT]

Deliver:

1. Our top 10 vulnerabilities, ranked by likelihood × harm
2. A prioritized action list separating free-and-today from costs-money
3. The 5 controls that prevent the most common actual attacks on small organizations
4. Data retention guidance: what to delete, because data we don't hold can't be breached
5. Compliance obligations that may apply (state breach notification, HIPAA, PCI-DSS, GDPR/CCPA) and how to confirm
6. A 20-minute staff training outline focused on phishing and wire fraud
7. An incident response checklist for the first 24 hours of a breach

96. Insurance Coverage Review

Act as a risk advisor who is not selling insurance.

Review our coverage.

Current policies, coverage limits, and premiums: [LIST]

Our activities: [DESCRIBE, including events, transportation, direct service, facilities, professional advice given, products sold]

Staff/volunteers: [#]. Vehicles: [#]. Property value: \$[AMOUNT]

Board members: [#]. Contracts requiring coverage: [DESCRIBE]

Deliver:

1. Coverage types we should have given our activities: general liability, professional liability, D&O, employment practices, cyber, property, auto, abuse/molestation, workers comp, event, fiduciary
2. Where we appear to have gaps or inadequate limits
3. Where we may be over-insured
4. The specific activities that create our biggest uninsured exposure
5. Ten questions to ask our broker at renewal
6. What contracts and grant agreements typically require, so we can check ours
7. Non-insurance risk transfer options (waivers, indemnification, contractor requirements)

97. Contract & Vendor Review Checklist

Act as a contracts analyst (note: not legal advice, counsel reviews anything significant).

I'm reviewing a [SERVICE AGREEMENT / LEASE / GRANT AGREEMENT / MOU / VENDOR CONTRACT / SOFTWARE TERMS] with [PARTY].
[PASTE CONTRACT OR KEY TERMS]

Deliver:

1. A plain-English summary of what each party is obligated to do
2. Every deadline, renewal date, and notice requirement, in a table
3. The 10 provisions that create the most risk for us, ranked, with what each could cost us in a bad scenario
4. Missing provisions that should be there (termination, liability cap, indemnification, IP ownership, data handling, dispute resolution, insurance)
5. Auto-renewal and termination traps
6. Specific redline language I could propose for the 5 worst provisions
7. What I must have an attorney review before signing
8. Questions to ask the other party before signing

98. Safeguarding & Duty of Care

Act as a safeguarding specialist.

Build safeguarding protections for [ORGANIZATION].

Who we serve: [POPULATION: note if children, older adults, people with disabilities, or people in crisis]

Contexts of interaction: [ONE-ON-ONE, TRANSPORTATION, OVERNIGHT, HOME VISITS, ONLINE, PHYSICAL CONTACT]

Who interacts with them: [STAFF, VOLUNTEERS, CONTRACTORS, INTERNS]

Current protections: [SCREENING, TRAINING, SUPERVISION, POLICIES]

Deliver:

1. A screening protocol proportional to each role's access and risk
2. A code of conduct with specific prohibited and required behaviors: concrete enough to enforce
3. Supervision and two-adult rules, including realistic alternatives when a second adult truly isn't possible
4. Reporting procedures for concerns, including how to report about a colleague or a leader
5. Mandated reporter obligations in [STATE] and how to confirm them
6. A response protocol for an allegation: immediate steps in the first hour
7. A training outline for all personnel
8. The gaps most organizations have that predators specifically exploit

99. Financial Fraud Risk & Red Flags

Act as a forensic accountant who investigates small-organization fraud.

Assess our fraud exposure.

Who handles money and how: [DESCRIBE EVERY CASH, CHECK, CARD, DEPOSIT, PAYROLL, AND VENDOR PAYMENT TOUCHPOINT AND WHO TOUCHES IT]

Oversight: [WHO REVIEWS WHAT, HOW OFTEN]

Cash handling: [DESCRIBE]

Recent changes: [NEW STAFF, NEW SYSTEMS, GROWTH, LEADERSHIP CHANGE]

Deliver:

1. Our most likely fraud scenarios, ranked, described concretely: how someone would actually do it here
2. For each, the controls that would prevent or detect it
3. Behavioral and transactional red flags to watch for
4. A monthly review routine for the board treasurer or an independent party, the 8 specific things to look at
5. Vendor fraud and business email compromise protections, especially for wire and ACH changes
6. What to do in the first 48 hours if we suspect fraud, and what NOT to do, because well-meaning first moves often destroy evidence
7. Insurance and bonding we should have

100. AI Use Policy & Governance

Act as an AI governance advisor for a small organization adopting AI tools.

Draft our AI use policy.

How our team is using or wants to use AI: [DESCRIBE]

Sensitive data we hold: [DONOR PII, CLIENT RECORDS, HEALTH INFO, EMPLOYEE DATA, FINANCIAL DATA]

Regulatory or funder obligations: [DESCRIBE]

Our team's AI literacy: [HONEST ASSESSMENT]

Deliver:

1. A complete AI use policy under 1,200 words covering: approved tools, prohibited uses, what data may never be entered, required human review, disclosure to clients and funders, and accuracy verification
2. A tiered framework: uses requiring no approval, manager approval, or leadership approval
3. Specific guidance for high-risk applications: hiring, client eligibility decisions, performance evaluation, and anything affecting who receives services
4. Disclosure standards: when we tell donors, clients, or funders that AI was used
5. A one-page quick-reference card for staff
6. A 30-minute training outline
7. A quarterly review process, since this field changes faster than our policies do
8. The three ways this policy will be violated with good intentions, and how to prevent each

Chaining Prompts Into Workflows

Single prompts produce documents. Chained prompts produce decisions. Three sequences worth running end to end.

Grant pursuit, start to finish

39 Prospect research > 40 Letter of inquiry > 41 Proposal narrative > 42 Budget > 43 Red-team review > 45 Grant calendar > 44 Report > 46 Declination debrief

Year-end fundraising

24 Segment your list > 29 Retention diagnostic > 18 Build the campaign > 30 Acknowledgments > 26 Stewardship calendar > 25 Reactivate non-responders

New program or product

63 Discovery interviews > 64 Market scan > 65 MVP definition > 47 Logic model > 66 Pilot design > 48 Measurement plan > 50 Analyze results > 53 Scale or sunset

Guardrails Worth Keeping

Never paste this into a general AI tool.

Social Security or tax identification numbers. Bank account or routing numbers. Full donor or client names paired with financial or personal details. Protected health information. Employee medical or disciplinary records. Anything covered by a confidentiality agreement or an IRB protocol. Use initials, ID codes, or aggregate figures instead. Nearly every prompt here works fine without identifying detail.

AI is not your attorney, CPA, or auditor.

The compliance, HR, insurance, safeguarding, and contracts prompts produce well-informed drafts and good question lists. They do not produce legal or tax advice. Have a professional review anything that carries real liability.

Verify every number, statistic, citation, and legal reference.

AI tools state confident things that are not true. This matters most in grant proposals, board materials, and public communications, where a fabricated statistic becomes a credibility problem you may not get to explain.

Watch for bias in anything that sorts people.

Hiring, eligibility screening, performance evaluation, prospect scoring. If an output affects who gets a job, a service, or a decision, a human owns that decision and should be able to explain the reasoning without pointing at a tool.

Keep your voice.

The fastest way to sound like everyone else is to publish the first draft. Edit until it sounds like a person at your organization wrote it, because someone should have.

Adapt freely. The best prompt in this document is the one you have rewritten three times to fit how your organization actually works.

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