

THE AI TOOLKIT FOR NONPROFITS

Build capacity, *without* the collapse.

Six tools. One honest map of what each is actually good at, so you stop buying everything, and start using the right one for the job in front of you.

01

PICK ONE

You do not need all six. Most nonprofits I work with use two well.

02

USE IT DAILY

A tool you open once a month is a subscription. A tool you open every morning is capacity.

03

KEEP THE HUMAN IN

AI drafts. You decide. Names, dollars, and promises always pass through a person.

TIER 01 DAILY THINKING PARTNER

The one you open *every morning*.

If you only adopt one tool from this whole sheet, adopt this one.

Cc Claude Chat

CONVERSATIONAL · DRAFTING · THINKING

A thinking partner that drafts in your voice, not a chatbot's. Best for the writing, summarizing, and decision-making you already do every day.

Why this one first. It replaces the slowest 20% of your week, the staring at a blank email, the re-reading of a 40-page report, the rewriting of a hard message. Start here, get a small win by Thursday, then add the others only if you hit a wall this can't solve.

- **Donor thank-yous in your voice.** Paste a gift detail, get a warm draft you'd actually sign.
- **40-page funder report → 1-page board brief.** With the three risks called out, not buried.
- **Meeting notes → action items.** Owners, due dates, and the question that didn't get answered.
- **The hard email.** The one to the board chair, the lapsed donor, the volunteer who overstepped.
- **Inbox triage.** "Which three of these actually need a reply today, and which can wait a week?"
- **Grant prep, before the form.** Outline the narrative, name your weakest section, fix it on purpose.

BEST FOR *EDs, program managers, anyone with a writing-heavy inbox*

When chat alone *isn't enough*.

Add these one at a time, only
when you hit a wall Chat
couldn't get past.

Cw Claude CoWork

SHARED
WORKSPACE

A shared brain per client, program, or grant,
with the context loaded once.

- **One workspace per program.** Strategic plan, theory of change, last 3 reports, all in.
- **Institutional memory.** Keeps knowing your stuff after the person who knew it leaves.
- **Onboarding helper.** New hires ask the workspace first, your team second.
- **Brand & voice guard.** Drop your style guide in once, every draft after stays on-brand.
- **Grant rolling file.** Every question a funder ever asked, with your answer, in one spot.

BEST FOR Teams of 2+ or anyone juggling 3+ programs

Cd Claude Design

MAKE THINGS
VISUAL

Turn ideas into pages, decks, and one-pagers,
without a designer on call.

- **Board dashboards.** Paste a CRM export, get a clean one-page snapshot you can hand out.
- **Funder one-pagers.** Same story, three versions, each tuned to a different funder's lens.
- **Worksheets & handouts.** Like the take-home cards from this workshop, in your brand.
- **Long policy** → **clickable checklist.** Make your own intake or onboarding flow, no dev.
- **Pitch decks & annual reports.** Draft the whole thing, then have a human polish.

BEST FOR Anyone who's been told "just throw a deck together"

Co Claude Code

BUILD SMALL
TOOLS

For when "someone should build this" turns
out to be you, with help.

- **Messy spreadsheet** → **clean one.** Without learning a single VLOOKUP or pivot table.
- **Volunteer signup form.** A working internal tool over a Saturday, not over a quarter.
- **Event check-in app.** Print badges, count seats, no \$400/year SaaS subscription.
- **The Friday report, automated.** The one that eats your afternoon, every single week.
- **Data migrations.** Move from old CRM to new one without paying a consultant \$8k.

BEST FOR Ops-minded staff & ops-curious EDs

For the jobs Claude *isn't best at*.

Add only when you have a
specific, recurring need, not
because they're loud on
LinkedIn.

Gp ChatGPT

IMAGES & VISUALS

Bring it in mostly for the picture-making jobs. Strong at images, flyers,
social graphics.

- **Gala & event flyers.** A first pass you can take into Canva or hand to a volunteer.
- **Annual report illustrations.** Soft, on-brand spot art for sections without a hero photo.
- **Social graphics in batches.** Twelve posts for the campaign, one prompt, consistent style.
- **Quick image edits.** Remove a background, resize for Instagram, swap a color.
- **Visual brainstorm.** "Show me five ways this concept could look" before you commission anything.

BEST FOR Comms & development teams · sparing use

Px Perplexity

RESEARCH WITH SOURCES

Research that cites where it got the answer. Useful when "I need a real
source" is on the table.

- **Live grant scans.** "What's open in [your program area] this quarter?" with links to each RFP.
- **Grant statistics, sourced.** Numbers for the narrative, with a footnote you can actually trust.
- **Funder pattern research.** Recent giving history before you spend three weeks on an application.
- **Policy & legislative scans.** What changed in your state this month that affects your work.
- **Public board-candidate check.** Conflicts, affiliations, recent press, before the vote, not after.

BEST FOR Grant writers, EDs, advocacy teams

START HERE
ON TUESDAY

Pick *one* tool from Tier 01. Pick *one* recurring task from your week. Run it through that tool every Tuesday morning for four weeks. That's it. **Capacity is built one small, repeated decision at a time**, not in a strategic-plan retreat.