



AI Made Simple for Nonprofits

# PRACTICAL GUIDE TO UNDERSTANDING — AND USING — AI IN YOUR MISSION- DRIVEN WORK.

Nonprofits don't need massive budgets, technical teams, or complex tools to benefit from AI.

You just need **clear steps, safe practices, and small wins** that save time and strengthen your impact.

This guide breaks AI down into plain English and shows how organizations like yours can use it today — simply and responsibly.



## 1. WHAT AI REALLY MEANS (IN PLAIN LANGUAGE)

AI is software that helps you do everyday tasks faster — like drafting emails, summarizing notes, creating reminders, and generating simple reports.

### It is NOT:

- Replacing your staff
- taking over decision-making
- too complicated for small organizations

AI is simply another tool — like Excel, Google Docs, or a microwave — built to make your work easier.

## 2. THE #1 TRUTH: AI STARTS WITH BI

You can't have good AI without good data. Before automation comes clarity.

### That means:

- ✓ clean spreadsheets
- ✓ consistent attendance tracking
- ✓ clear outcome definitions
- ✓ basic dashboards

## 3. SMALL WAYS NONPROFITS CAN USE AI TODAY

You don't need a full AI system to get value right now. Here are everyday tasks nonprofits automate with ease:

### Communication & Outreach

- Drafting emails
- Following up with clients, volunteers, or donors
- Creating SMS reminders
- Turning meeting notes into summaries
- Generating social media captions

### Reporting & Storytelling

- Summarizing a month of data
- Drafting grant narrative sections
- Turning numbers into simple paragraphs
- Creating one-page reports

### Program Support

- Attendance reminders
- Missed appointment alerts
- Volunteer coordination
- Training summaries
- Resource creation (flyers, checklists, scripts)

AI doesn't replace staff — it replaces the busywork so staff can focus on the mission.

## 4. THE AGENTIC AI APPROACH (SANDAI'S SIMPLE MODEL)

AI becomes truly powerful for nonprofits when it can act on your behalf — not just respond.

**That's where Agentic AI comes in:**

- AI Agents = digital helpers that do a specific job.

**Examples:**

- Donor Outreach Agent
- Patient Follow-Up Agent
- Attendance Reminder Agent
- Report Builder Agent
- Volunteer Scheduling Agent

Each agent follows rules you control and logs every action for transparency.



## 5. THE 7-STEP PATH TO NONPROFIT-READY AI

SaNDaI uses a simple, safe, people-first framework:



**Agentic Design** – Identify small tasks AI can automate.



**Intelligence Activation** – Teach AI the language of your programs.



**Agent Setup** – Build digital helpers tuned to your mission.



**Action & Automation** – Let dashboards trigger reminders, alerts, and summaries.



**Ethics & Oversight** – You approve every action; no “black box” behavior.



**AI Insights** – Dashboards show what the AI is doing and improving.



**Training & Growth** – Hands-on support; no coding required.

This ensures AI is helpful, safe, and under your control.

## 6. THE BIGGEST MYTHS ABOUT AI (DEBUNKED)

**Myth 1: “AI is too advanced for small nonprofits.”**

**Truth:** It saves the most time for small teams with limited capacity.

**Myth 2: “You need perfect data to start.”**

**Truth:** You just need consistent data. AI improves as you improve.

**Myth 3: “AI replaces human staff.”**

**Truth:** AI handles repetitive tasks so staff can focus on people and programs.

**Myth 4: “AI isn’t safe.”**

**Truth:** With permissions, encryption, and oversight, AI is as safe as any modern tool.



## 7. WHAT NONPROFITS SHOULD AUTOMATE FIRST

Start with tasks that:



Take a lot of time



Repeat weekly



Don't require human emotion



Often get forgotten

Perfect candidates:

- appointment reminders
- donor thank-you messages
- monthly report summaries
- attendance follow-ups
- upcoming deadline alerts
- volunteer coordination messages

These small wins produce huge time savings.

## 8. HOW AI HELPS YOU RAISE MORE MONEY

AI supports fundraising by:

- Drafting clear impact summaries
- Creating donor outreach scripts
- Personalizing thank-you notes
- Providing visuals for grant proposals
- Identifying trends funders care about

**Better stories = stronger funding.**

*Want to explore what AI could do for your organization?*

**Book a Free AI Readiness Call with SaND AI.**  
We'll walk you through it — no jargon, no pressure.

## 9. AI SAFETY FOR NONPROFITS (SIMPLE RULES)

Follow these 5 musts:

- 01 Only give AI the data it needs.
- 02 Keep sensitive data encrypted and access-controlled.
- 03 Review everything AI sends before it goes out.
- 04 Assign human oversight to every automated action.
- 05 Never automate decisions that affect client safety or health.

## 10. THE EASIEST WAY TO GET STARTED

**You don't need a full strategy to begin. Start with one question:**

**"What is the one task we wish we didn't have to do manually anymore?"**

Then automate that.

From there, you grow step-by-step — safely and sustainably.

## FINAL THOUGHT

AI is not about technology.  
It's about **capacity, clarity, and impact.**

**If your organization has:**

- ✓ limited staff
- ✓ too many spreadsheets
- ✓ inconsistent follow-up
- ✓ big reporting needs
- ✓ tight deadlines