

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 (SaNDAl'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

SaNDAl 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 SaNDI.
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