



FUNDRAISING & DONOR DEVELOPMENT

#	AI PROMPT	EXAMPLE OUTPUT
1	Write a thank-you letter to a first-time donor.	Warm thank-you letter expressing gratitude and impact.
2	Create a major donor solicitation email.	Personalized email requesting major gift support.
3	List ideas for a monthly donor retention campaign.	5 creative stewardship and engagement ideas.
4	Write a case statement for our nonprofit.	Compelling case statement showing need and impact.
5	Create a donor segmentation strategy.	Segments with giving history and engagement tactics.
6	Draft a year-end giving appeal email.	Emotional year-end appeal email draft.
7	Write social media copy to thank donors.	Short, grateful social post for donors.
8	Create a donor survey to gather feedback.	8 question survey to understand donor experience.
9	Write a tribute gift acknowledgment.	Letter acknowledging tribute gift and honoring the person.
10	List stewardship ideas for major donors.	10 personalized stewardship ideas.



GRANT WRITING & COMPLIANCE

#	AI PROMPT	EXAMPLE OUTPUT
11	Find grant opportunities for our nonprofit mission.	List of potential grants with links and deadlines.
12	Write a grant narrative for a youth program.	Compelling narrative aligned with funder priorities.
13	Create a grant budget template.	Detailed budget template by category.
14	Write measurable outcomes for a grant.	3-5 SMART outcomes for evaluation.
15	Draft a logic model for our program.	Logic model with inputs, outputs, outcomes.
16	List common grant compliance requirements.	Checklist of compliance requirements.
17	Write a grant sustainability plan.	Plan showing long-term sustainability.
18	Create a grant reporting timeline.	Timeline of reports and due dates.
19	Write a grant follow-up email.	Professional follow-up email to funder.
20	Summarize our program for a grant abstract.	Concise 150-word program summary.



FINANCIAL MANAGEMENT & BUDGETING

#	AI PROMPT	EXAMPLE OUTPUT
21	Create an annual operating budget outline.	Budget categories with descriptions.
22	Write a cash flow forecast template.	12-month cash flow forecast template.
23	Explain fund accounting in simple terms.	Easy explanation of fund accounting.
24	Create a budget vs. actual report summary.	Summary analysis of budget vs. actual results.
25	Write a financial policy on reserves.	Reserve policy with recommended levels.
26	Create a monthly financial close checklist.	Step-by-step monthly close checklist.
27	Write a narrative for financial statements.	Board-ready financial narrative.
28	Create a capital campaign budget.	Budget for a capital campaign.
29	List financial KPIs for nonprofits.	10 key financial metrics and definitions.
30	Create a multi-year budget projection.	3-5 year budget projection template.



BOARD REPORTING & GOVERNANCE

#	AI PROMPT	EXAMPLE OUTPUT
31	Write an executive director report.	Summary of programs, metrics, and updates.
32	Create a board meeting agenda.	Agenda with items, time, and owner.
33	Write board meeting minutes template.	Template for recording minutes.
34	Explain fiduciary responsibility of board members.	Clear explanation of fiduciary duties.
35	Create a board committee charter.	Sample charter for a committee.
36	List questions for board financial oversight.	10 questions board should ask.
37	Write a board self-assessment survey.	Questions to evaluate board effectiveness.
38	Create a governance calendar.	Annual calendar of board responsibilities.
39	Write a conflict of interest policy.	Policy template for board and staff.
40	List best practices for nonprofit governance.	10 governance best practices.



HUMAN RESOURCES & OPERATIONS

#	AI PROMPT	EXAMPLE OUTPUT
41	Write a job description for a Program Manager.	Job description with duties and qualifications.
42	Create an employee handbook outline.	Outline of handbook sections.
43	Write a new employee welcome email.	Warm welcome email template.
44	Create a performance evaluation template.	Evaluation form with criteria.
45	List professional development ideas for staff.	10 ideas for staff growth and training.
46	Write an internal communication plan.	Plan to improve internal communication.
47	Create an employee recognition program.	Program ideas to recognize employees.
48	Write a remote work policy.	Policy with expectations and guidelines.
49	List onboarding steps for new hires.	Step-by-step onboarding checklist.
50	Write an exit interview questionnaire.	Questions to gather feedback from exiting staff.



PROGRAM MANAGEMENT & OUTCOMES

#	AI PROMPT	EXAMPLE OUTPUT
51	Write program goals and objectives.	SMART goals and objectives.
52	Create a program evaluation plan.	Plan with methods and measures.
53	List outcome metrics for a mentoring program.	Metrics for measuring success.
54	Write a success story template.	Template to capture client stories.
55	Create a logic model for a new program.	Logic model with components.
56	Write a program progress report.	Report summarizing progress and impact.
57	List program improvement strategies.	5 strategies to improve programs.
58	Write impact statement for annual report.	Impact statement highlighting results.
59	Create a participant feedback survey.	Survey to collect feedback from participants.
60	Write a program summary for donors.	Donor-ready summary of program impact.



MARKETING & COMMUNICATIONS

#	AI PROMPT	EXAMPLE OUTPUT
61	Write a social media post promoting an event.	Engaging post to promote event.
62	Create a social media content calendar.	30-day calendar with post ideas.
63	Write an email newsletter intro.	Attention-grabbing newsletter intro.
64	Create talking points for media interview.	Key messages for spokesperson.
65	Write a press release announcement.	Press release for a news announcement.
66	List content ideas to engage donors.	10 content ideas for engagement.
67	Create a brand messaging statement.	Clear brand messaging statement.
68	Write a donor impact story plan.	Inspiring story for website.
69	Create a communications plan.	Plan with goals, audiences, and channels.
70	Write a call-to-action for donations.	Compelling CTA for donations.



VOLUNTEER MANAGEMENT

#	AI PROMPT	EXAMPLE OUTPUT
71	Write a volunteer job description.	Role description for volunteers.
72	Create a volunteer recruitment flyer.	Flyer text to recruit volunteers.
73	Write a volunteer welcome letter.	Welcome letter for new volunteers.
74	Create a volunteer orientation agenda.	Agenda with topics and time.
75	List volunteer recognition ideas.	10 ways to recognize volunteers.
76	Write a volunteer retention strategy.	Strategies to encourage retention.
77	Create a volunteer signup form.	Form to collect volunteer information.
78	Write a thank-you note to volunteers.	Heartfelt thank-you message.
79	List volunteer roles for events.	List of roles needed for events.
80	Create a volunteer handbook outline.	Outline of volunteer handbook.



RISK MANAGEMENT & INTERNAL CONTROLS

#	AI PROMPT	EXAMPLE OUTPUT
81	Write an internal controls policy.	Policy to strengthen internal controls.
82	Create a fraud prevention checklist.	Checklist of fraud prevention steps.
83	List common nonprofit risks.	List of operational and financial risks.
84	Write a risk assessment template.	Template to assess risks.
85	Create a data security policy.	Policy for protecting data.
86	List audit preparation steps.	Step-by-step audit prep checklist.
87	Write a whistleblower policy.	Policy to encourage reporting.
88	Create a disaster recovery plan outline.	Outline for disaster recovery plan.
89	List key compliance requirements.	List of federal and state requirements.
90	Write an internal audit plan.	Plan for internal audit activities.



AI PRODUCTIVITY FOR NONPROFITS

#	AI PROMPT	EXAMPLE OUTPUT
91	Summarize meeting notes.	Concise summary of key decisions.
92	Draft a standard operating procedure.	Step-by-step SOP document.
93	Create an FAQ for our nonprofit.	List of FAQs with clear answers.
94	Write a board update one-pager.	List of creative campaign key updates.
95	Generate ideas for a blog.	Detailed blog outline.
97	Translate donor impact.	Spanish translation of impact story.
98	Create a SWOT analysis for our nonprofit.	SWOT analysis with
99	Brainstorm partnerships for our mission.	List of potential
100	Help me prioritize my daily tasks.	Prioritized task list with focus areas.

HOW TO USE THESE PROMPTS

- ✓ Copy a prompt and paste it into your AI tool (ChatGPT, Claude, Gemini, etc.).
- ✓ Add your organization's details for better results.
- ✓ Review, edit and customize the output as needed.
- ✓ Save time and focus on what matters most—your mission!

ABOUT ATOP FINANCIAL SERVICES

ATOP Financial Services helps nonprofits, churches, and government-funded organizations strengthen financial management, ensure compliance, and achieve lasting impact.



Accounting
& Bookkeeping



Financial Reporting
& Dashboards



Grant Compliance
& Budgeting



Strategic
Consulting

