

# Nonprofit AI Adoption Guide

Mission-centered guidance for using AI to reduce administrative burden while protecting donors, clients, volunteers, and community trust.

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| <b>Audience</b>      | Nonprofit executive directors, program managers, and board members                     |
| <b>Best used for</b> | Planning, staff discussion, policy development, and responsible AI adoption decisions. |
| <b>Full guide</b>    | Available from this resource page as a public download.                                |

## What is inside

- Mission-aligned use cases
- Donor and volunteer data guardrails
- Program operations examples
- Board oversight questions
- Implementation roadmap

## Sample guidance

This preview includes representative guidance from the full resource. Customize any templates or examples for your organization before adopting them.

### **1. Start with low-risk administrative workflows.**

Why it matters: responsible AI works best when staff have clear boundaries, practical examples, and a defined human review step.

### **2. Keep sensitive donor, client, and volunteer data out of unapproved tools.**

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### **3. Measure whether AI frees staff time for mission work.**

Why it matters: responsible AI works best when staff have clear boundaries, practical examples, and a defined human review step.

## Public-use note

Do not paste confidential client, resident, employee, health, financial, legal, or protected operational information into public AI tools. Use approved systems and written data-handling rules for sensitive work.

## Next steps

- Download the full guide from the resource page.
- Review the examples with leadership or the team that owns the workflow.
- Identify one low-risk process to pilot first.
- Create or update policy language before expanding use.
- Book a consultation if you want help tailoring this to your organization.

### **Need help applying this?**

Visit [aiimpactmaine.com/contact](https://aiimpactmaine.com/contact) to schedule a conversation with AI Impact Maine.