

Thank you so much for attending the Supercharged Leadership Workshop.

Please find below the bonus content. Enjoy

Alonda Williams

Top 10 Copilot Use Cases

1. **Donor Insights** → Copilot can dig into our Excel donor records and instantly show me who's lapsed.
2. **Board Prep** → It pulls themes from past board agendas and reports so I walk in fully briefed.
3. **Grant Writing** → Instead of reinventing the wheel, I ask it to pull outcomes from stored program reports.
4. **Email Drafting** → Copilot scans my Outlook threads and drafts personalized follow-ups in seconds.
5. **Meeting Summaries** → It turns Teams recordings into clean action items without me typing a thing.
6. **Program Data** → Copilot finds the highlights in evaluation reports and translates them into plain language.
7. **Presentation Building** → It builds PowerPoint outlines directly from stored reports and proposals.
8. **Staff Updates** → I can take messy project docs and turn them into a polished staff newsletter.
9. **Risk Oversight** → Copilot compiles all our policies into a one-page governance summary for the board.
10. **Campaign Analysis** → It compares fundraising results across spreadsheets and shows what messages worked.

25 Copilot Prompts for Nonprofit Leaders using the CROWN framework

(focused on cloud + desktop files, internal data, and Microsoft ecosystem)

25 Copilot Prompts for Nonprofit Leaders

Fundraising & Donors

1. Act as a fundraising analyst. Review our donor history Excel file from last year and identify lapsed donors, showing donation tiers and retention percentages in a table.
 2. Act as a stewardship coach. Scan my Outlook emails with top donors and draft personalized follow-up notes that reference our last conversation or gift.
 3. Act as an event strategist. Summarize lessons learned from past event recap files in SharePoint, including attendance numbers and revenue outcomes.
 4. Act as a grant writer. Pull language from board minutes in OneDrive about program outcomes and draft a section for a foundation grant application in a formal tone.
 5. Act as a CSR consultant. Gather sponsorship decks in SharePoint and draft an updated pitch for corporate partners, highlighting ROI and brand visibility.
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Board Engagement

6. Act as a governance coach. Review past board agendas in OneDrive and create a draft agenda for our upcoming retreat focused on strategy and AI adoption.
7. Act as a data analyst. Review the last 3 years of board reports and identify recurring strategic themes, summarized in 5 bullet points.
8. Act as a speechwriter. Scan Outlook board emails and draft 3-minute chair remarks for the next board meeting that include one AI success story.
9. Act as a governance advisor. Compile risk policy documents from SharePoint and draft an AI guardrail framework for the governance committee that covers privacy and ethics.
10. Act as an engagement strategist. Analyze Teams attendance records and suggest ways to improve board participation, keeping the tone encouraging.

Staff & Operations

11. Act as an HR trainer. Review HR onboarding documents in OneDrive and draft an AI onboarding checklist that includes tools, guardrails, and policies.
12. Act as a change manager. Search Teams messages for staff discussions about AI and summarize their concerns into three themes with recommendations for leadership.
13. Act as a productivity consultant. Analyze my Outlook calendar and suggest ways to reduce recurring low-value meetings while keeping high-impact ones.
14. Act as a project manager. Review SharePoint project documents and create a 30/60/90-day roadmap with owners and milestones.
15. Act as an internal communications manager. Summarize Teams meeting recordings and draft a staff newsletter that highlights wins, barriers, and next steps.

Programs & Mission

16. Act as a data analyst. Review evaluation reports in SharePoint and summarize program outcomes in plain English, adding one chart and one client story.
17. Act as a program officer. Analyze student survey results in Excel and highlight the top 3 insights, including student quotes.
18. Act as a recognition coordinator. Review volunteer logs in OneDrive and draft celebratory thank-you notes that highlight hours served.
19. Act as a relationship manager. Review Outlook communications with a community partner and draft a renewal email that references past successes.
20. Act as a storyteller. Review annual program reports in SharePoint and draft a donor-friendly impact summary for our campaign that emphasizes transformation.

Innovation & Leadership

21. Act as an innovation strategist. Search past strategy decks and suggest 3 AI pilot ideas that tie directly to equity and scalability.
22. Act as a CFO advisor. Review finance spreadsheets and identify two cost-saving opportunities that protect program integrity.
23. Act as an HR consultant. Compile job descriptions in OneDrive and draft a “Director of Innovation” role description that highlights measurable impact.
24. Act as a risk officer. Review risk assessments in SharePoint and draft 10 oversight questions for the governance committee covering data, ethics, and privacy.
25. Act as a fundraising strategist. Analyze campaign performance data in Excel and identify top-performing messages, suggesting 3 new variations for testing.