



AI Prompt Guide for Nonprofit Hiring Professionals



Ready-to-use
prompts to save
time and hire
smarter with AI

Use these AI prompt templates to:

- Draft better job descriptions
- Write inclusive outreach messages
- Prepare interview questions
- Screen candidates faster

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Prompts to Write Stronger Job Descriptions

Get started with prompts that help you generate clear, inclusive, and compelling job descriptions in seconds.

1. Write a job description for a **JOB TITLE** at a **YOUR CAUSE** nonprofit. Include key responsibilities, preferred skills and qualifications, and a mission-focused tone.

SEE IT IN ACTION

Write a job description for a Community Engagement Manager at a youth development nonprofit. Include key responsibilities, preferred skills and qualifications, and a mission-focused tone.



2. Draft a job post for a **TYPE OF ROLE or JOB TITLE** with skills in **TOP 1-3 SKILLS NEEDED** serving **YOUR NONPROFIT'S CONSTITUENTS**. Use inclusive language in the duties and qualifications to attract diverse candidates.

→ Upload a sample resume and job post in your AI assistant.

SEE IT IN ACTION

Draft a job post for a part-time Case Manager with bilingual skills in Spanish and English languages serving Spanish-speaking communities. Make it inclusive to attract diverse candidates.



3. Suggest three job title variations for a **JOB TITLE** focused on **KEY JOB FUNCTIONS**. Add a paragraph about your nonprofit and upload a sample resume in your AI assistant.

SEE IT IN ACTION

Suggest three job title variations for a fundraising role focused on Donor Engagement and Stewardship.



PRO TIP



Add your nonprofit's mission and key values to help AI reflect your organization's voice and culture.

Prompts for Interview Prep & Candidate Screening

Use these prompts to create custom interview questions and summarize candidate information faster.

1. Generate five behavioral interview questions that assess **SPECIALIZED SKILLS** for a **JOB**

SEE IT IN ACTION

Generate five behavioral interview questions that assess management and digital communications skills for a Nonprofit Marketing Lead.



2. Summarize this resume in six bullet points that help assess transferable skills and qualifications to my **JOB TITLE** job description.

→ Include a summary of your notes about the candidate and their interview(s) in your AI assistant.

SEE IT IN ACTION

Summarize this resume in six bullet points that help assess transferable skills and qualifications to my Fundraising Manager job description.



3. Write a short paragraph summarizing how this candidate's experience supports our mission of **YOUR NONPROFIT CAUSE AREA**.

SEE IT IN ACTION

Write a short paragraph summarizing how this candidate's experience supports our mission of expanding access to youth arts education.



PRO TIP



Double-check the outputs from your AI assistant to ensure its consistency and alignment with your hiring goals and **employer brand**.

Prompts to Personalize Candidate Outreach

Save time while still making candidates feel seen and valued with these outreach-focused prompts.

1. Write a personalized outreach message inviting **CANDIDATE NAME** to apply for the **JOB ROLE AT YOUR NONPROFIT** role at our **YOUR CAUSE** - focused nonprofit. Highlight most relevant and transferable skills and any possible mission fit.

SEE IT IN ACTION

Write a personalized outreach message inviting Jane Doe to apply for the Volunteer Program Coordinator role at our environmental-focused nonprofit. Highlight most relevant and transferable skills and possible mission fit.



2. Draft a warm rejection email for a candidate who interviewed well for the **JOB TITLE** position, but isn't moving forward in the process. Add a genuine personal touch to this based on my notes from the candidate interview and encourage them to stay connected.

→ Include a summary of your notes about the candidate and their answers in AI tool.

SEE IT IN ACTION

Draft a warm rejection email for James Doe who interviewed well for the Grantwriter position, but isn't moving forward in the process. Add a genuine personal touch to this based on my notes from the candidate interview and encourage them to stay connected.



3. Create a follow-up message to re-engage a top candidate for **JOB TITLE** position who has not responded to my attempts to get in touch with them after their first interview.

SEE IT IN ACTION

Create a follow-up message to re-engage a top candidate for the Major Gifts Manager position who has not responded to my attempts to get in touch with them after their first interview.



PRO TIP



Include your nonprofit's mission and key values to help your AI assistant reflect your voice and culture. Use your AI assistant to help you save time — but always review your outputs for tone and personalization before using.

You're just getting started.



Keep building your AI fluency



Streamline your hiring process



Grow your team with confidence

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