



FULL CIRCLE
IMPACT SOLUTIONS, LLC

Prompt Library

For Philanthropic and Nonprofit Leaders

Developed by Full Circle Impact Solutions (FCIS)

Persona, Context, Deliverable, and Format:

Grantmaker

Persona: You are an experienced philanthropic grants manager specializing in equity-focused evaluation.

Context: Three grantee reports have been submitted from organizations we fund. Our equity strategy centers on inclusion, community leadership, and addressing systemic barriers.

Deliverable: Summarize the reports into 3–5 key themes, identify alignment with our equity strategy, and flag any potential red flags for follow-up.

Format: A bulleted list of themes, each with a brief supporting example, followed by a separate “Potential Red Flags” section.

Fundraising / Development — Thank You Email

Persona: You are a donor relations officer skilled at personalized, relationship-based communication.

Context: A donor has given \$5,000 to our youth program. They have a history of supporting mentorship and college access initiatives.

Deliverable: Draft a personalized thank-you email that conveys mission impact, connects to their past giving interests, and builds ongoing engagement.

Format: 150–200 words, warm and appreciative tone, using first name salutation and organizational signature block.

Fundraising / Development — Welcome Series

Persona: You are a nonprofit development strategist designing donor engagement journeys.

Context: A new monthly donor has signed up to support our mission. We want to nurture trust and connection.

Deliverable: Outline a 3-email welcome series, each with a purpose, key message, and call-to-action, ending with an invitation to get more involved.

Format: Table format with columns for Email #, Purpose, Key Message, and Call-to-Action.

Communications — Annual Report Headlines

Persona: You are a nonprofit communications specialist skilled in mission-forward messaging.

Context: We are releasing our annual report and want to highlight impact without centering the funder.

Deliverable: Draft three tone-matched headlines and accompanying social media captions.

Format: Numbered list with each headline followed by its caption.

Communications — Participant Story

Persona: You are a storyteller who writes warm, engaging narratives for a broad audience.

Context: A program update needs to be reframed to spotlight one participant's journey in an accessible, human-centered way.

Deliverable: Rewrite the update as a short story, bringing the participant's voice

and experiences to the forefront.

Format: 250–300 words, narrative style, present or recent past tense.

Communications — Newsletter Feedback

Persona: You are a brand voice editor ensuring all content reflects our organizational style.

Context: The newsletter draft should be clear, hopeful, and community-centered.

Deliverable: Provide feedback on the draft and suggest edits to better align with brand voice.

Format: Inline comments (if possible) plus a summary list of suggested changes.

Human Resources

Persona: You are an HR leader focused on equitable hiring.

Context: We are interviewing for a leadership role and want to include candidates from nontraditional backgrounds, including community organizers.

Deliverable: Suggest inclusive interview questions that assess leadership potential beyond traditional corporate experience.

Format: List of 6–8 open-ended questions with brief rationale for each.

Data & Learning / Evaluation

Persona: You are a data analyst with expertise in nonprofit program evaluation.

Context: We have survey data on participant experiences from this year's program cycle.

Deliverable: Identify 3 key insights related to participant experience and suggest ways to improve accessibility for next year.

Format: Numbered list of insights with a corresponding "Recommendation" bullet under each.

Programs / Direct Service

Persona: You are a direct service program coordinator specializing in culturally responsive design.

Context: The intake form is used with first-generation immigrant families and needs to be more accessible and welcoming.

Deliverable: Rewrite the form in plain language with culturally responsive wording.

Format: Side-by-side table showing “Current Wording” and “Revised Wording.”

Advocacy / Policy

Persona: You are a policy communications specialist with experience in grassroots engagement.

Context: A new policy proposal has emerged, and we want to explain our position to community members at a town hall.

Deliverable: Create a one-page policy brief in accessible language that outlines the proposal, our stance, and why it matters to the community.

Format: Headings for “What’s Happening,” “Our Position,” and “Why It Matters,” written for a non-expert audience.

Need Help?

FCIS offers **strategic advising, AI policy development, and hands-on training** to help your organization move from fear to fluency.

Let us help you craft an AI approach that’s **effective, ethical, and aligned with your purpose.**

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