

TOOLKIT #10

Your AI Co-Pilot

Practical AI for NGO teams: where it helps, ready-to-use prompt cards, how to review what it writes, and the privacy rules that keep your people safe.

A Lever & Core toolkit

Inspired by the human-in-the-loop approach of Ethan Mollick, Co-Intelligence

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Every complex organization is inherently simple.

01 · WHAT IT IS

An assistant for the first draft, never the final word

General-purpose AI tools can draft a donor letter, summarize a 40-page report or translate an update in seconds. Used well, they give small teams back hours every week. Used carelessly, they invent facts, flatten your voice and put personal data at risk.

What it is

A simple way of working with AI as a co-pilot: you brief it like a capable new colleague, it produces drafts and options, and a person checks, corrects and owns the result. This toolkit gives your team that loop, four prompt cards for everyday NGO work, and a short set of responsible-use rules.

It works with any general-purpose AI assistant your organization has approved, including the ones built into common email and office software.

Source thinking. The approach draws on Ethan Mollick's book *Co-Intelligence* (2024): bring AI into real tasks to learn what it can do, give it a clear role and context, keep a human in the loop, and expect the tools to keep improving. Mollick also describes the "jagged frontier": AI is strong at some tasks and unreliable at others that look similar. This toolkit is Lever & Core's own adaptation for NGO teams.

Where to use it

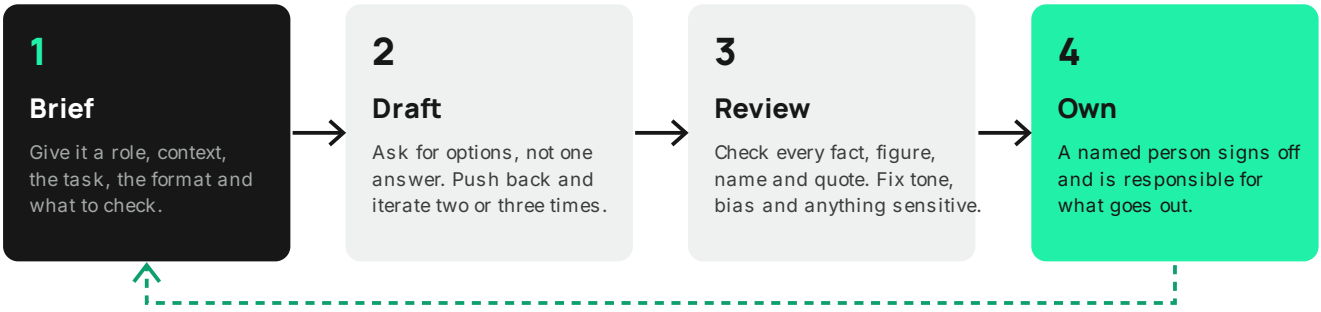
GO use freely	Brainstorming, outlines, rewriting for tone or length, summarizing public documents, first drafts of social posts, meeting agendas.
REVIEW use with checks	Donor letters, grant and impact reports, translations, data summaries, policies. A person checks every fact and signs off.
STOP don't use it	Personal or case data in unapproved tools, decisions about people (hiring, eligibility, safeguarding), invented figures or quotes, images presented as real beneficiaries.

You need: one approved AI tool, one recurring writing task to start with, 30 minutes to try the loop, and a named reviewer.

02 · THE FRAMEWORK

Brief, draft, review, own

THE CO-PILOT LOOP: AI DRAFTS, PEOPLE DECIDE



THE HUMAN STAYS IN THE LOOP AI is a fast, tireless assistant that is sometimes confidently wrong.

The five-part brief

Most weak AI output comes from a weak brief. Cover these five parts and quality rises sharply.

Role
Who should it act as? "An experienced NGO fundraiser."

Context
Who you are, who it's for, what they already know.

Task
Exactly what to produce, with your real facts pasted in.

Format
Length, tone, structure, language, reading level.

Check
Ask it to flag assumptions and anything it isn't sure of.

What it does well

- Turning notes into a clean first draft
- Offering several versions to choose from
- Shortening, simplifying, changing tone
- Summarizing long documents you provide
- Rough translations for a fluent person to polish

Where it fails

- Facts, figures and names it wasn't given
- Sources and quotes, which it may invent
- Your organization's real voice and history
- Judgment about people and sensitive cases
- Knowing when it is wrong