

## BRIEFING NOTE

**Subject:** Leveraging AI for HR Optimization and Grant-Seeking Excellence at Ulnooweg

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### Introduction: AI for Social Impact and Operational Excellence

As Ulnooweg we have a unique opportunity to harness the transformative power of AI to improve internal HR processes and optimize grant-seeking activities. By implementing AI technologies like GPTs (Generative Pre-trained Transformers), Retrieval-Augmented Generation (RAG), and other Large Language Models (LLMs), Ulnooweg can address inefficiencies, reduce costs, and streamline workflows, all while staying aligned with ethical considerations and preserving the organization's cultural values.

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### HR Optimization with AI

#### 1. Automated Policy Management and Communication

- **Solution:** Use RAG-powered conversational AI to create an intelligent system that can answer employees' questions about HR policies, personnel procedures, and benefits in real time.
- **How It Works:**
  - Upload all HR policies, training documents, and FAQs into a knowledge base connected to an LLM.
  - Employees can interact with this system via a chatbot to quickly get answers.
- **Benefits:**
  - Saves HR team time from repetitive inquiries.
  - Increases transparency.

#### 2. AI-Driven Onboarding Process

- **Solution:** Use GPT models to create personalized onboarding materials, interactive checklists, and training plans tailored to each new hire's role.
- **Features:**
  - Dynamic generation of welcome emails, schedule planners, and training guides.
  - Use video and voice AI tools to create culturally relevant onboarding videos.
- **Benefits:**
  - Accelerates onboarding timelines.
  - Creates a consistent, engaging onboarding experience.

#### 3. Intelligent Recruitment Tools

- **Solution:** Implement AI-based applicant tracking systems (ATS) that use natural

language processing (NLP) to screen resumes, analyze candidate responses, and predict the best-fit hires.

- **Features:**
  - GPT-powered resume evaluation.
  - Sentiment analysis of interview transcripts to assess cultural alignment.
- **Benefits:**
  - Reduces time spent on manual screening.
  - Promotes data-driven hiring decisions while mitigating bias.

#### 4. **AI-Powered Employee Development**

- **Solution:** Deploy AI for skill gap analysis and personalized learning pathways.
  - **Features:**
    - AI identifies employee training needs based on performance reviews and project outcomes.
    - Recommends training programs, workshops, or certifications.
  - **Benefits:**
    - Fosters upskilling and professional growth.
    - Builds a stronger, more adaptive workforce.
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## **Grant-Seeking Process Optimization with AI**

### 1. **Automated Grant Discovery and Matching**

- **Solution:** Use GPTs combined with web scraping and predictive analytics to automate the identification of grants that align with Ulnooweg's mission.
- **Features:**
  - Continuous scanning of funding databases for opportunities.
  - Prioritization of grants based on compatibility and likelihood of approval.
- **Benefits:**
  - Saves time spent on manual research.
  - Ensures Ulnooweg never misses relevant opportunities.

### 2. **AI-Assisted Grant Application Drafting**

- **Solution:** Use GPT models to generate drafts for grant applications, reports, and follow-ups.
- **How It Works:**
  - Input key project details, objectives, and past application examples into the system.
  - GPT generates a polished draft tailored to specific grant requirements.
- **Benefits:**
  - Reduces the burden on staff.
  - Ensures professional and consistent language in all communications.

### 3. **AI for Impact Reporting**

- **Solution:** Automate the generation of impact reports using AI models that analyze program data and summarize outcomes.

- **Features:**
    - Integration with databases to pull metrics automatically.
    - GPT creates narratives, visuals, and data insights in an engaging format.
  - **Benefits:**
    - Simplifies reporting processes.
    - Provides clear, compelling reports for funders.
4. **Donor and Funder Engagement with AI**
- **Solution:** Use AI-powered CRM tools to analyze donor data and personalize communications.
  - **Features:**
    - Predictive analytics for donor retention strategies.
    - NLP-based email drafting for tailored outreach.
  - **Benefits:**
    - Strengthens relationships with funders.
    - Enhances engagement through personalized communication.
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## Addressing Ethical and Technical Considerations

1. **Bias Mitigation and Ethical AI**
    - Conduct regular audits of AI systems to identify and reduce biases.
    - Involve diverse stakeholders in the design and deployment of AI tools.
  2. **Data Privacy and Security**
    - Use encrypted databases and adhere to data protection standards (e.g., GDPR).
    - Limit access to sensitive data through role-based permissions.
  3. **AI Accessibility for Non-Tech Users**
    - Provide user-friendly interfaces and training sessions for staff.
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## Proposed Pilot Projects

1. **RAG-Powered HR Chatbot:** Develop an internal chatbot to streamline HR queries. (Could be integrated into our already existing chatbot for Expense Reports and PO's called Pipinami)
  2. **Grant Intelligence Hub:** Create a centralized AI system to identify, prioritize, and draft grant applications.
  3. **Employee Skill Tracker:** Deploy an AI tool for personalized learning and growth recommendations.
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## Closing Remarks

As was mentioned in the ***Briefing note AI for Social Impact Collaborative:***

*“AI is upon us, and philanthropy and social impact sectors have an opportunity to harness its potential.”* By implementing these solutions, Ulnooweg can stay ahead in leveraging AI to achieve its goals of operational excellence and social impact while addressing challenges like accessibility, bias, and privacy.

This roadmap reflects how Ulnooweg can lead by example, becoming a model for integrating AI into philanthropic and Indigenous-focused organizations.