



## POSITION: PROJECT MANAGER / ANALYST

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### ***About Nexus Innovations***

At **Nexus Innovations**, we empower organizations for success through **vision, leadership, and strategic solutions**. For more than 25 years, we have helped businesses, government agencies, healthcare organizations, and nonprofits solve complex challenges using Microsoft technologies, custom software development, data solutions, and strategic consulting services. At Nexus, our work extends beyond building software. We partner with organizations to solve real-world challenges involving business process improvement, content and document management, data and reporting modernization, collaboration, workflow automation, custom application development, and AI adoption.

What truly sets Nexus apart is our people. We believe exceptional results come from strong relationships, a commitment to growth, and a team that is willing to step into the arena, take ownership, and make a meaningful impact. Our culture is guided by four strategic anchors: **Relationships, Vision, Discernment, and Results**, which shape how we serve clients and support one another every day. At Nexus, you will have the opportunity to work alongside experienced consultants, architects, developers, analysts, and leaders who are committed to continuous learning and helping others succeed. We invest in our team through mentorship, challenging projects, leadership opportunities, and exposure to a broad range of technologies and industries.

Our core behavioral values define who we are:

- **Growth Mindset** – We embrace learning, innovation, and continuous improvement.
- **In the Arena** – We take initiative, own outcomes, and tackle challenges with courage.
- **Servant Leader** – We lead by serving others, putting the success of our clients and teammates first.
- **Connector** – We build trusted relationships and bring people together to achieve more.

As a North Dakota-based company serving organizations across the country, we offer the opportunity to do meaningful work while maintaining balance with the priorities that matter most: family, community, and personal well-being. We move quickly, support one another, celebrate success, and believe that great careers are built through trust, respect, and shared purpose.

If you're looking for a place where your ideas are valued, your growth is encouraged, and your work directly contributes to the success of clients and communities, we'd love to hear from you.

Email: [HumanResources@nexusinnovations.com](mailto:HumanResources@nexusinnovations.com)

Phone: 701-258-7072

## ***About the Position***

We are seeking a passionate Project Manager who has a history of being a winner that inspires those around them to produce their best results. If you are a project manager who is inspired by challenges, continuous learning, and serving others, you will love working at Nexus.

We are looking for passion and expertise more than a resume full of credentials. The right person is committed to be a true team player/leader, providing quality client care, and is hungry to grow.

This position requires strong customer-facing skills, the ability to help elicit and translate business needs into practical technology solutions, and a desire to continuously learn and adapt in contributing to successful projects. Success in this role requires strong consultation skills, people leadership, problem-solving abilities, and a passion for helping clients achieve their goals.

We are looking for someone who embraces continuous learning, thrives on challenging projects, enjoys working closely with clients, and demonstrates a commitment to servant leadership and team success. More than certifications or credentials, we value individuals who are curious, accountable, collaborative, and eager to grow while making a meaningful impact for our clients and communities.

## ***Job Duties and Responsibilities:***

### ***Business Analysis***

- Lead discovery sessions, workshops, and requirements gathering activities with customers and stakeholder to document business, functional, and technical requirements.
- Analyze business processes and identify opportunities for improvement.
- Serve as a trusted advisor, helping customers understand available technologies and implementation options.
- Facilitate evaluation of processes and process improvements through standard continuous improvement toolsets and approaches.
- Creation of wireframe mockups for conceptual solution paths and functionality approaches.
- Facilitate the gathering, vetting, and documentation of requirements for software development projects.

### ***Project Management***

- Lead and manage software development projects according to Nexus PM standards and best practices.
- Ensure effective and efficient delivery processes for client projects.
- Contribute to resource planning and scheduling process to properly utilize team member skills.
- Establish and maintain high trust relationships with customers and teammates.
- Facilitate and guide challenging discussions with team members and customers in an honest and forthright manner.
- Demonstrate sound judgement and wisdom as a leader in the organization.

## ***Qualifications & Experience***

- 10+ years of business world experience
- 5+ years of project management experience
- Bachelor's degree or industry experience and training
- PMP certification a bonus

## ***Core Competencies***

- Strong problem-solving, analytical thinking, and solution design capabilities.
- Ability to identify and evaluate business challenges.
- Strong verbal, written, presentation, and client communication skills.
- Ability to lead discussions with both business and technical audiences.
- Demonstrated ability to balance independent work with collaboration across project teams.
- Ability to adapt quickly to changing priorities, emerging technologies, and evolving business needs.
- Ability to drive and collaborate with a team that produces exceptional results.
- Actively contributes to Nexus' culture of continuous learning, servant leadership, collaboration, innovation, and knowledge sharing while helping clients and teammates achieve success.

## ***Cultural Fit***

- Passionate about serving clients and teammates through strategic technology solutions.
- Demonstrates a Growth Mindset through continuous learning, self-awareness, and improvement.
- Steps into the Arena by taking ownership, embracing challenges, and being accountable for results.
- Leads through service, collaboration, open communication, and a commitment to helping others succeed.
- Builds trusted relationships, exercises sound judgment, and delivers high-quality work that supports meaningful client outcomes.

## ***Hours and Travel***

This position requires the individual to work 40 hours per week with occasional travel outside the office averaging around 10 nights or less per year.