



POSITION: SENIOR MICROSOFT 365 SOLUTIONS CONSULTANT

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.

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About the Position

The **Senior Microsoft 365 Solutions Consultant** works directly with clients to understand business challenges, identify opportunities for improvement, and design solutions utilizing the Microsoft 365 platform. This role combines consulting, business analysis, solution design, training, and project delivery responsibilities.

The ideal candidate is passionate about helping organizations improve collaboration, communication, content management, business processes, and productivity through Microsoft technologies including SharePoint, Teams, OneDrive, Power Platform, and emerging Microsoft AI capabilities.

This position requires strong customer-facing skills, the ability to translate business needs into practical technology solutions, and a desire to continuously learn and adapt as Microsoft's cloud platform evolves. Success in this role requires strong consultation skills, technical 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 Consulting & Solution Planning

- 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 through Microsoft 365 solutions.
- Develop solution designs, implementation plans, and deployment strategies.
- Serve as a trusted advisor, helping customers understand available technologies and implementation options.

Microsoft 365 Solution Design

- Plan and design solutions utilizing SharePoint Online, Microsoft Teams, Power Automate, Power Apps, Microsoft Lists, Microsoft Forms, Microsoft Copilot and AI capabilities, Dataverse, and Supporting Microsoft 365 services.
- Design solutions related to Intranets and employee portals, Document management, Content and information architecture, Knowledge management, Business process automation, Forms and workflow solutions, Business applications, Search and content discovery, Team collaboration and communication

Information Architecture & Governance

- Guide customers in planning information architecture strategies.
- Recommend appropriate use of SharePoint, Teams, OneDrive, and related Microsoft 365 services.
- Design content organization approaches including Sites, Libraries, Metadata, Content types, Navigation, Search, and Governance models.
- Advise customers on security, permissions, sharing, compliance, and information management best practices.

Customer Enablement & Adoption

- Create test plans, training materials, and user documentation to support user acceptance testing and customer enablement.
- Conduct training sessions for administrators, power users, and end users.
- Provide guidance on change management and user readiness activities.

Project Delivery

- Collaborate with consultants, developers, project managers, and customer stakeholders.
- Participate in solution implementation activities and project planning.
- Support issue resolution, change requests, and ongoing customer success efforts.
- Maintain project documentation and contribute to delivery best practices.

Qualifications & Experience

- Experience working with Microsoft 365 technologies and business solutions including SharePoint Online, Microsoft Teams, Power Automate, Power Apps, Dataverse, Power Apps, Microsoft Copilot and related Microsoft apps.
- Proven ability to work directly with clients, business stakeholders, and end users to gather requirements, facilitate discovery sessions, and translate business needs into practical technology solutions.
- Experience designing solutions that modernize the workplace, improve content management, improve business processes, replace manual work, and drive operational efficiency.
- Experience in Microsoft 365 Administration, SharePoint migration projects, business process analysis, Information Architecture Design, Governance and Adoption Planning, and Microsoft Purview.
- Experience operating within consulting, professional services, or customer-facing environments is strongly preferred.
- Willingness to learn emerging Microsoft technologies, including AI and Copilot capabilities.

Core Competencies

- Strong problem-solving, analytical thinking, and solution design capabilities.
- Ability to evaluate business challenges and recommend scalable, maintainable, and secure solutions.
- Strong verbal, written, presentation, and client communication skills.
- Ability to lead technical 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.
- Passion for continuous learning and applying new Microsoft cloud and AI capabilities to solve real-world business challenges.
- Ability to design solutions with the end-user experience, adoption, maintainability, and business outcomes in mind.
- Actively contribute to Nexus' culture of continuous learning, servant leadership, collaboration, innovation, and knowledge sharing while helping clients and teammates achieve success.

Technical Knowledge & Skills

Required Expertise

- 8+ years of business world experience
- 5+ years of working with the Microsoft platform and applying technology to business

- Bachelor's degree or industry experience and training
- Hand on experience in Microsoft 365 products and services including SharePoint Online, Microsoft Teams, Power Automate, Microsoft Copilot, and Microsoft Purview.
- Solution design, testing, deployment, documentation, troubleshooting, and support

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 per year.