



## Project Manager

Sigma Theta Tau International Honor Society of Nursing (Sigma) is a nonprofit organization with the mission of developing nurse leaders anywhere to improve healthcare everywhere. Founded in 1922, Sigma has more than 100,000 members and 600 chapters in more than 40 countries working to fulfill the organization's vision of connected, empowered nurse leaders transforming global healthcare. Learn more at [SigmaNursing.org](https://www.sigmanursing.org).

Sigma is excited to announce an opening for a Project Manager. This full-time, exempt position offers a remote work arrangement, with onsite work required at our office in downtown Indianapolis as needed.

We take pride in offering a comprehensive benefits package that includes health, dental, and vision coverage, life, short and long-term disability coverage, a retirement plan, paid holidays, free parking onsite, and a generous amount of paid time off beginning in the first year of employment.

### Position Summary

As a key driver of Sigma's mission to advance global excellence in nursing, the Project Manager will lead cross-functional initiatives that deliver value to our members, stakeholders, and global community. This role is essential in ensuring the successful planning, execution, and completion of projects that align with Sigma's strategic priorities. The Project Manager will collaborate closely with executive leadership, team members, and external partners to ensure each project is delivered on time, within budget, and meets the highest standards of quality. If you are a proactive, results-driven professional with a passion for impactful project delivery, we invite you to be part of Sigma's legacy of leadership and innovation.

### Key Responsibilities

- Project Planning & Execution: Define clear project scopes, goals, and deliverables in collaboration with senior leadership and stakeholders. Develop detailed project plans that include key tasks, milestones, timelines, and budget forecasts.
- Resource Management: Effectively allocate and manage resources—including human, financial, and technological assets—ensuring all projects are equipped for success.
- Risk Mitigation & Problem Solving: Proactively identify potential risks and implement strategies to mitigate them. Address issues as they arise, keeping projects on track and stakeholders informed.
- Stakeholder Engagement: Provide regular, transparent updates to stakeholders on project progress, including key risks and deviations from the plan. Foster open communication channels to ensure alignment and manage expectations throughout the project lifecycle.

- Documentation & Reporting: Maintain comprehensive project documentation, including charters, plans, status reports, and post-project evaluations. Ensure that lessons learned are documented and applied to future initiatives.
- Continuous Improvement: Conduct thorough evaluations upon project completion to assess outcomes, successes, and areas for improvement. Share insights to contribute to Sigma's culture of excellence and continuous improvement.

## Qualifications

**Experience:** 3-5 years of project management experience, ideally in a fast-paced, multi-departmental or nonprofit environment. Experience managing complex projects that involve multiple stakeholders is highly valued.

**Education:** Bachelor's degree in Project Management, Business Administration, or a related field. A PMP (Project Management Professional) certification is required.

## Skills & Competencies

- Proven leadership and team management abilities, with a strong track record of successful project delivery.
- Exceptional organizational skills, with the ability to balance multiple priorities and meet tight deadlines.
- Strong communication and interpersonal skills, adept at building relationships across departments and external partners.
- Strategic problem-solving capabilities, with the agility to manage unforeseen challenges.
- Commitment to upholding Sigma's values of leadership, scholarship, and service, while promoting innovation and excellence in project execution.

## Why Sigma?

At Sigma, we are proud to provide exceptional programs, products, and services to nurses at the forefront of advancing nursing excellence on a global scale. Our team is dedicated to innovation, collaboration, and impact, and we believe in creating an inclusive environment where all voices are heard. In a remote-first environment, we work within and across teams and reporting structures to support our members and nurses everywhere.

As the Project Manager, you will play an essential role in supporting the organization's mission and helping to shape the future of nursing leadership by aligning resources and driving a complex suite of critical projects to successful completion.