

ERIC POSTON

COLUMBIA, SOUTH CAROLINA · eposton@ericposton.com · 8286061421

PROFESSIONAL SUMMARY

Founder and executive leader with a UVA Law J.D. who leads operations, governance, fundraising, and growth strategy across nonprofit, legal, and digital ventures. Founded initiatives that mobilized 50+ volunteers, delivered direct aid to hundreds of Columbia-area families, built compliance and fundraising infrastructure, and supported digital publishing efforts that reached 60M+ views. Brings leadership across governance, fundraising, operations, stakeholder relations, regulatory compliance, and partnership development within mission-driven organizations.

PROFESSIONAL EXPERIENCE

Founder & Executive Director, The Poston Foundation

Mar 2020 — Present, Columbia

Founded a South Carolina nonprofit focused on direct aid, community outreach, and fundraising infrastructure.

- Led the "Carolina Cares" direct-aid initiative, coordinating 50+ volunteers to distribute food, clothing, hygiene supplies, and other essentials to hundreds of Columbia-area families.
- Built governance and compliance processes by drafting board consents, organizational bylaws, and budget reports, and completing federal and state registrations through SAM.gov, the IRS, and South Carolina charitable authorities.
- Developed fundraising collateral, capability statements, LOIs, financial summaries, and campaign materials to support donor communications and sponsorship outreach.

Co-Founder & Managing Officer, Chakhead, LLC

May 2018 — Present, Columbia

Directed operational, digital, and promotional workflows for an entertainment and creative services firm focused on release planning and brand positioning.

- Co-founded and managed operations for an entertainment and creative services firm, overseeing planning and release coordination for approximately 100 digital and music releases.
- Led multi-channel promotional campaigns that increased organic engagement and generated more than 60 million cumulative video views.
- Built brand style guides and content delivery workflows to maintain consistency across platforms.

Founder & Managing Partner, Chalmers Poston, LLC

Jan 2018 — Jan 2022, Columbia

Founded and managed a litigation-oriented private practice specializing in commercial disputes, contract analysis, and risk management.

- Built a client-focused litigation and contract practice, managing business development, risk evaluation, and financial administration.
- Streamlined client intake, matter evaluation, docketing, and case timeline tracking across commercial and civil disputes to improve responsiveness and deadline control.

CORE COMPETENCIES

Executive Leadership &
Strategic Planning

Program Development &
Execution

Partnership Development

Volunteer and Team
Mobilization

Board and Governance
Relations

Donor Relations &
Stakeholder Engagement

Governance, Legal &
Compliance Operations

Regulatory Compliance
& Entity Registrations

Contract Analysis &
Drafting

Financial Management &
Budget Oversight

Fundraising Strategy &
Campaign Materials

Digital Growth, SEO &
Analytics

Publishing Operations &
Content Architecture

Operations Systems &
Workflow Design

LINKS

Portfolio: ericposton.com

- Drafted pleadings, motions, settlement agreements, and administrative filings in support of dispute resolution and corporate agreements.
- Designed secure digital filing and matter-tracking workflows to support client responsiveness and court-deadline compliance.

Director of Digital Strategy & Independent Publishing, Self-Directed Portfolio Initiative

Jan 2018 — Present, Columbia

Directed publication lifecycles and managed a digital portfolio spanning historical, genealogical, and regional-history projects.

- Authored and self-published six long-form volumes across Amazon KDP, Google Books, and Google Play Books, managing archival research, manuscript design, metadata optimization, and distribution.
- Launched eight active web properties, including ericposton.com, thepostonfoundation.org, and postonpreserve.com, using structured data and metadata optimization to drive hundreds of thousands of cumulative impressions.
- Used GA4 and Google Search Console to review performance and adjust content strategy.

EDUCATION

University of Virginia School of Law, Juris Doctor (J.D.)

Charlottesville, Virginia

Duke University, Bachelor of Science (B.S.) in Psychology

Durham, North Carolina

TECHNOLOGY & PLATFORMS

Analytics & SEO

Google Analytics 4 (GA4), Google Search Console, Structured Data / Schema Markup

Content Management Systems

Wix / Wix Studio, WordPress / Elementor

Publishing & Payments

Amazon KDP, Google Books, Google Play Books, Stripe

Productivity & Collaboration

Microsoft Excel (reporting and tracking), Google Workspace