

ERIC POSTON

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PROFESSIONAL SUMMARY

Law-trained founder and executive leader with experience building mission-driven organizations, public initiatives, and digital content systems across nonprofit, legal, creative, publishing, and media settings. Founded The Poston Foundation and launched Carolina Cares, leading volunteer-driven direct-aid efforts for Columbia-area communities. Co-founded and managed creative and legal ventures, developing repeatable workflows, stakeholder communications, and operational systems that supported growth and execution. Brings experience in governance, donor readiness, public communications, and cross-functional coordination. Turns ideas into structured programs and measurable work products with a focus on clarity, consistency, and impact.

WORK EXPERIENCE

Founder & Executive Director, The Poston Foundation

Mar 2020 — Present, Columbia, South Carolina

Founded and leads a South Carolina nonprofit delivering direct aid, coordinating community outreach, and developing governance and donor communications infrastructure.

- Mobilized approximately 50 volunteers through Carolina Cares to distribute essential supplies across Columbia-area communities.
- Created governance, reporting, and budget materials to strengthen organizational accountability.
- Prepared donor-readiness materials to support outreach efforts.

Co-Founder & Managing Officer, Chakhead, LLC

Jan 2018 — Present, Columbia, South Carolina

Co-founded an entertainment and creative services company, establishing content systems, release planning, and campaign execution procedures.

- Oversaw approximately 100 music releases and directed associated creative campaigns.
- Drove projects that reached more than 60 million cumulative video views across related campaigns and releases.
- Built reusable templates and release workflows to improve consistency across content production.

Founder & Managing Partner, Chalmers Poston, LLC

Jan 2018 — Jan 2022, Columbia, South Carolina

Founded and managed a litigation-focused practice, overseeing intake, matter evaluation, calendaring, client coordination, and document-intensive case support.

- Handled civil litigation, commercial disputes, and contract matters through organized intake and deadline-driven workflows.
- Advanced fact development, discovery support, and client communications to keep matters moving efficiently.
- Drafted pleadings, motions, correspondence, and settlement documents to support case strategy and resolution.

SKILLS

Executive Leadership

Strategic Planning & Initiatives

Nonprofit Leadership

Stakeholder & Donor Engagement

Public Communications

Organizational Systems & Operations

Cross-Functional Coordination

Volunteer Coordination

Deadline & Records Management

Digital Publishing & Workflows

Governance & Board Relations

Fundraising & Donor Development

LINKS

Portfolio

SELECTED WORK

Independent Publishing & Digital Portfolio

Jan 2018 — Present

- Authored, edited, and published six long-form works across Google Books, Google Play, Amazon KDP, and related platforms, building a visible public portfolio.
- Streamlined research, drafting, editing, metadata, submission, release, and post-publication workflows to move titles from concept to publication efficiently.
- Maintained digital properties and publishing systems to strengthen discoverability, consistency, and public credibility.

EDUCATION

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

May 2015, Charlottesville, Virginia

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

May 2009, Durham, North Carolina

Magna cum laude