

Eric Chalmers Poston

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PROFESSIONAL SUMMARY

Nonprofit executive and operations leader with experience building community programs, improving operational systems, and coordinating projects across fundraising, communications, compliance, and digital operations. Founded The Poston Foundation and launched the original Carolina Cares COVID Task Force in 2020, mobilizing 50+ volunteers to serve hundreds of Columbia-area residents. Additional experience includes analytics, publishing, and digital strategy, including management of an eight-site web portfolio and release planning, distribution, and promotion for approximately 100 music and media releases. Associated campaigns and content have generated 60M+ cumulative video views.

PROFESSIONAL EXPERIENCE

Founder & Executive Director, The Poston Foundation

2020 - Present, Columbia, SC

Founder and executive director of a South Carolina 501(c)(3) public charity focused on direct community support and program development, with responsibility for fundraising and day-to-day nonprofit operations.

- Lead day-to-day operations across program development, fundraising, governance, compliance, communications, web and donation systems, analytics, and records management.
- Launched the original Carolina Cares COVID Task Force in 2020, mobilizing 50+ volunteers and coordinating direct-aid outreach serving hundreds of Columbia-area residents.
- Created reusable grant and organizational materials, including program budgets, grant narratives, LOIs, cases for support, sponsorship materials, capability statements, policies, internal controls, and federal grant-readiness documentation.
- Obtained approval for Google Ad Grants, giving the Foundation access to up to \$10,000 per month in in-kind Google Search advertising, and integrated donation processing, GA4, Google Tag Manager, and conversion tracking into a coordinated measurement workflow.
- Developed a \$30,000 12-month planning budget and operating plan for the 2026 Carolina Cares relaunch, aligning program scope and budget with fundraising, sponsorship, volunteer operations, and impact measurement.

Co-Founder & Managing Officer, Chakhead, LLC

2018 - Present, Columbia, SC · Part-time

Independent music and media business supporting content development, production, distribution, promotion, and commercial release.

- Direct release planning, digital distribution, marketing, and promotion for approximately 100 music and media releases. Associated campaigns and content have generated 60M+ cumulative video views.
- Co-founded and manage a music and media business with 75 documented industry credits and digital properties that include a channel with 198K+ subscribers and 3M+ channel-specific views.
- Created standardized processes for rights documentation, release metadata, digital distribution, websites, e-commerce, payment systems, SEO, analytics, publishing, and digital asset management.
- Coordinate outside collaborators, distribution partners, release assets, and deadlines to move projects from development through commercial release.

CORE COMPETENCIES

Program & Project
Coordination

Operations & Process
Improvement

Fundraising & Grant
Development

Strategic Communications

Donor, Volunteer &
Partner Engagement

Digital Strategy & Web
Operations
WordPress · Wix Studio · Netlify

Analytics & Performance
Measurement
GA4 · Search Console · Tag
Manager · Microsoft Excel

Content Architecture &
Publishing
Adobe Creative Cloud · Amazon
KDP · Google Play Books

Technical SEO &
Structured Data
Schema.org / JSON-LD

Documentation & Quality
Control
Microsoft 365 · Google Workspace
· Acrobat Pro

AI-Assisted Workflow &
Research
OpenAI API · ChatGPT · Google
AI Studio

LINKS

Portfolio: ericposton.com

LinkedIn: [ericchalmersposton](#)

Founder & Managing Partner, Chalmers Poston, LLC

2018 - 2022, Columbia, SC

Founded and operated a boutique law firm serving individuals and businesses in civil litigation and business matters.

- Managed complex, document-intensive civil and business matters from intake through resolution, coordinating clients, opposing counsel, courts, agencies, experts, and vendors.
- Conducted legal research and analysis and prepared correspondence, agreements, recommendations, and other written materials requiring accuracy, judgment, and persuasive communication.
- Created standardized document templates, deadline-tracking procedures, and file-management systems to improve quality control and keep matters organized and on schedule.

Associate Attorney, Richardson Plowden & Robinson, P.A.

2016 - 2018, Columbia, SC

Medical malpractice defense attorney representing physicians, hospitals, medical practices, and other healthcare providers in complex civil litigation.

- Managed key phases of medical malpractice defense litigation, including factual investigation, medical-record analysis, written discovery, depositions, motion practice, expert coordination, witness preparation, court filings, and deadline control.
- Drafted pleadings, motions, legal memoranda, discovery materials, and other filings; took depositions, argued motions, and appeared in court on behalf of clients.
- Analyzed liability, causation, damages, medical evidence, and expert issues, translating complex records into concise case assessments and recommendations.

EDUCATION

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

2015, Charlottesville, VA

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

2009, Durham, NC