

ERIC POSTON

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LINKS

[Portfolio](#)

PROFILE

Executive leader with experience founding and leading mission-driven organizations across the nonprofit, legal, creative, publishing, and digital media sectors. Brings expertise in organizational structure, governance, compliance, stakeholder engagement, public communications, and operational systems that support continuity and trust. Founded The Poston Foundation and launched Carolina Cares, coordinating community relief efforts and serving hundreds through direct assistance and outreach.

EMPLOYMENT HISTORY

Mar 2020 — Present

Founder & Executive Director, The Poston Foundation

- Founded and led a South Carolina nonprofit serving hundreds of individuals and families through charitable aid, direct service, and community-based programming.
- Expanded Carolina Cares relief efforts by mobilizing volunteers to distribute food, clothing, hygiene supplies, blankets, and other necessities across Columbia, serving hundreds of individuals and families.
- Built the Foundation's governance structure, program materials, reporting practices, and compliance documentation, including IRS correspondence, charitable registration materials, and financial reporting summaries, to support accountability and organizational readiness.
- Represented the Foundation through donor-facing web, social, and media communications, producing website copy, sponsorship materials, and campaign messaging to support outreach, sponsorship conversations, and fundraising readiness.

Jan 2018 — Present

Co-Founder & Managing Officer, Chakhead, LLC

- Co-founded an entertainment and creative services company supporting music releases, artist branding, promotional strategy, and digital campaigns across artist, brand, and related client initiatives.
- Defined company positioning and client-facing service offerings, producing web copy, bios, campaign language, and brand messaging to support public presentation and promotional outreach.
- Coordinated release timelines, collaborators, digital assets, and promotional materials to keep projects moving smoothly and support consistent follow-through.
- Built reusable templates, content systems, and organized records that improved consistency across recurring projects and supported audience development and visibility across digital channels.

Jan 2018 — Jan 2022

Founder & Managing Partner, Chalmers Poston, LLC

- Founded and managed a litigation-focused professional practice, directing intake, matter evaluation, calendaring, file organization, and deadline control.
 - Managed civil matters by coordinating fact development, document review, discovery support, and case timeline organization to keep matters moving efficiently.
 - Drafted and reviewed pleadings, motions, correspondence, settlement documentation, and client-facing risk and next-step summaries to support informed decision-making.
 - Handled matter tracking, vendor coordination, client communications, and supervision of administrative support to maintain smooth day-to-day operations.
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SELECTED WORK

Independent Publishing & Digital Projects

- Independently authored, edited, and published multiple long-form historical, genealogical, and professional works via Google Books, Google Play, and Amazon KDP.
 - Managed complete publication lifecycles: research organization, drafting, editing, document design, metadata development, platform submission, release, and post-publication updates.
 - Built public-facing digital projects connecting regional history, family-history research, nonprofit visibility, and creative ventures to increase reach and credibility across platforms.
 - Created reusable content libraries, structured source files, metadata standards, and revision-control processes to improve consistency, accuracy, and discoverability.
 - Applied SEO, structured data, and digital-asset management best practices to strengthen cross-platform presentation and audience accessibility.
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Juris Doctor (J.D.), University of Virginia School of Law

EDUCATION

Bachelor of Science in Psychology, Duke University

SKILLS

Executive Leadership

Strategic Planning

Nonprofit Leadership

Governance

Stakeholder Engagement

Organizational Management

Program Development

Fundraising and Donor
Communications

Public Communications

Compliance Documentation

Cross-Functional Collaboration

Volunteer Coordination

Financial Reporting

Digital Communications and Web
Management

Publishing Workflows

Metadata Management