

ERIC POSTON

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

PROFILE

Law-trained founder and executive leader building mission-driven organizations across nonprofit, legal, creative, publishing, and digital media settings. Founded The Poston Foundation and launched Carolina Cares, mobilizing approximately 50 volunteers and coordinating direct-aid outreach that served hundreds of Columbia-area residents. Builds grant-ready governance systems, donor communications, public-facing websites, publishing workflows, and repeatable operating infrastructure. Managed a portfolio of public-facing digital properties generating hundreds of thousands of cumulative impressions, with experience in SEO, structured data, GA4, Google Search Console, metadata, Google Books, Google Play, Amazon KDP, and large-scale creative campaign visibility.

EMPLOYMENT HISTORY

Founder & Executive Director, The Poston Foundation

Mar 2020 — Present

Founding leader of a South Carolina nonprofit responsible for operations, governance, compliance documentation, donor communications, grant readiness, and direct-aid programming.

- Founded and led a South Carolina nonprofit that mobilized approximately 50 volunteers and coordinated direct-aid outreach serving hundreds of Columbia-area residents through food, clothing, hygiene supplies, blankets, and other essential goods.
- Launched and structured Carolina Cares as a direct-aid initiative, developing program materials, volunteer workflows, donor messaging, sponsorship language, and practical distribution planning.
- Built grant-ready governance and compliance infrastructure, including core policies, board consents, budget materials, case-for-support materials, a capability statement, a letter of intent, charitable registration, SAM.gov, IRS, and donor-readiness documentation.
- Developed donor-facing website copy, campaign messaging, sponsorship materials, financial summaries, and public communications to improve accountability, external credibility, and funding readiness.

Co-Founder & Managing Officer, Chakhead, LLC

Jan 2018 — Present

Co-founded an entertainment and creative services company supporting music releases, artist branding, promotional strategy, digital campaigns, publishing assets, and client-facing creative initiatives.

- Supported approximately 100 music releases and related creative campaigns, coordinating release planning, collaborators, brand positioning, digital assets, public copy, and platform-specific promotional materials.
- Helped build and manage creative projects with more than 60 million cumulative video views, translating audience reach into stronger brand visibility, digital positioning, and campaign credibility.
- Defined company positioning and service offerings, producing web copy, bios, campaign language, service descriptions, and brand messaging for music, media, and creative-business initiatives.
- Built reusable templates, content systems, release workflows, metadata practices, and project

SKILLS

Executive Leadership & Cross-Sector Strategy

Governance, Compliance & Grant Readiness

Legal Research, Drafting & Documentation

Donor Communications & Sponsorship Materials

Strategic Communications & Public Positioning

SEO, Structured Data & Metadata Strategy

Digital Publishing: Google Books, Google Play & Amazon KDP

Nonprofit Leadership & Program Development

Civil Litigation & Commercial Dispute Support

Community Outreach & Volunteer Coordination

Organizational Systems & Workflow Design

Website Portfolio Management

GA4, Google Search Console & Digital Reporting

Creative Campaign Coordination

LINKS

Portfolio: ericposton.com

records that improved consistency, speed, and quality control across recurring creative and digital campaigns.

Founder & Managing Partner, Chalmers Poston, LLC - former law firm; now closed

Jan 2018 — Jan 2022

Founded and managed a former litigation-oriented law firm, overseeing civil litigation, commercial disputes, contract-related matters, legal research and drafting, client coordination, outside vendor coordination, and documentation-heavy matter support.

- Managed multiple litigation-oriented and contract-related matters, coordinating intake, fact development, document review, case chronology, legal research, drafting, client communications, and deadline-sensitive workflows.
- Drafted and reviewed pleadings, correspondence, contract-related materials, administrative documentation, process materials, and client-facing summaries to support clear decision-making and matter progression.
- Built intake, calendar, file-management, and matter-tracking systems that improved organization, responsiveness, records management, and follow-through across the practice.
- Coordinated with outside vendors, service providers, and administrative resources as needed to support filings, records, communications, scheduling, and documentation-intensive workflows.

Independent Publishing & Digital Portfolio, Self-Directed / Independent

Jan 2018 — Present

Authored, edited, formatted, published, and managed long-form historical, genealogical, regional-history, and family-history works and public-facing digital properties.

- Authored and published six long-form books through Google Books, Google Play, Amazon KDP, and related publishing platforms, managing research organization, drafting, editing, document design, metadata, platform submission, and post-publication updates.
- Managed a portfolio of public-facing websites and digital properties across nonprofit, professional, publishing, and creative ventures, applying SEO, structured data, GA4, Google Search Console, metadata, and publishing workflows to improve discoverability and public credibility.
- Built and maintained public digital properties including ericposton.com, chakhead.com, thepostonfoundation.org, chalmersposton.com, postonpreserve.com, johnfleetwoodmoody.com, postonsouthcarolina.com, and gerttheseeturtle.com.
- Developed digital content and publication systems that produced hundreds of indexed pages and hundreds of thousands of cumulative website impressions over time, strengthening search visibility, discoverability, and public authority.

EDUCATION

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

May 2015

Duke University, Bachelor of Science in Psychology

May 2009

Magna cum laude