

ERIC POSTON

Columbia, South Carolina, (828) 606-1421, eposton@ericposton.com

PROFILE

Executive leader with experience building and leading mission-driven organizations across nonprofit, legal, and creative sectors. Brings a strategic, operations-focused approach to governance, stakeholder communication, program development, and organizational growth. Founded The Poston Foundation and launched Carolina Cares to mobilize volunteers, expand community outreach, and deliver direct service with measurable impact. Well positioned for nonprofit executive and chief of staff roles, with a proven ability to translate vision into scalable systems and trusted public-facing leadership.

EMPLOYMENT HISTORY

- Mar 2020 — Present **Founder & Executive Director, THE POSTON FOUNDATION** Columbia, SC
- Founded and led a South Carolina nonprofit serving hundreds of individuals and families through charitable aid, direct service, and community-based programming.
 - Built the organization's operating framework, public identity, program structure, and digital presence from the ground up.
 - Launched Carolina Cares as the Foundation's primary initiative, mobilizing 50 volunteers to support direct service and community education.
 - Oversaw governance documentation, IRS correspondence, charitable registration materials, financial reporting, and compliance communications to strengthen organizational credibility.
 - Directed donor-facing and public-facing messaging across web, social, and administrative channels while leading relief efforts distributing food, clothing, hygiene supplies, blankets, and other necessities.
 - Represented the organization in public communications, including local media coverage of pandemic-era community assistance work.
- Jan 2018 — Present **Co-Founder & Managing Officer, Entertainment Operations, Strategy & Content, CHAKHEAD, LLC** Columbia, SC
- Co-founded an entertainment company supporting music releases, artist branding, and promotional strategy for 10+ artists and 20+ brands.
 - Defined company positioning, service design, creative development, and project execution to support client delivery.
 - Built a dual operating model combining contract-based engagements with standardized offerings to create a more scalable service platform.
 - Expanded client visibility from zero to thousands of followers through branding, release support, and audience-development campaigns across digital channels.
 - Streamlined documentation, client communications, website and e-commerce implementation, service packaging, and internal workflows into reusable systems that improved consistency and scalability.
- Jan 2018 — Jan 2022 **Founder & Managing Partner, CHALMERS POSTON, LLC** Columbia, SC
- Founded and operated a litigation-focused practice, building end-to-end workflows for intake, matter evaluation, and deadline-driven execution.
 - 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.
 - Implemented templates, checklists, and file-organization systems to improve consistency and reduce rework in time-sensitive matters.
 - Handled matter tracking, vendor coordination, client communications, and supervision of administrative support to maintain smooth day-to-day operations.
-

SELECTED WORK

Independent Publishing & Digital Projects

Authored and edited historical, genealogical, professional, and digital-history content published through Google Books/Play and Amazon. Led writing, editing, formatting, metadata management, publication, and post-publication updates to maintain accuracy and consistency. Organized source files, content libraries, reusable modules, and metadata records to improve workflow efficiency and discoverability. Developed and maintained website content, conducted content audits, and refined site structure to improve navigation and public-facing clarity.

EDUCATION

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

Bachelor of Science in Psychology, Duke University

SKILLS

Strategic Planning

Program Development

Board Relations and Governance

Community Engagement

Financial Oversight and
Reporting

Operations Management

Nonprofit Leadership and
Administration

Executive Leadership

Cross-Functional Collaboration

Volunteer Leadership and
Coordination

Stakeholder and Donor
Communication