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BACKGROUND

In 1995, the Catholic Legal Immigration Network, Inc. (CLINIC), Immigration and Refugee Services of America (IRSA), and Lutheran Immigration and Refugee Services (LIRS) launched the *Immigration Management Initiative* to enhance the financial viability and client services of local immigration programs. The goal of the initiative was to ensure the continued availability of high-quality, low-cost immigration services to newcomers by improving program management, and to establish and maintain industry standards for charitable immigration programs. The Initiative was led by Donald Kerwin of CLINIC, David King of IRSA, and John Whitfield of LIRS with the support of the Ford Foundation, whose funding made the original project possible. Members of the advisory committee to the Immigration Management Initiative included Sasa Montano and Dennis Mulligan of Lutheran Social Services Ministries in Trenton, New Jersey; Dr. Robert Moser of Catholic Charities Refugee and Immigrant Services in San Diego, California; Myra Oliver of the International Institute of Connecticut; Sister Margaret Perron of Associated Catholic Charities in Washington, D.C.; Roy Petty of Travelers & Immigrants Aid in Chicago, Illinois; Vanna Slaughter of Catholic Charities Immigration Counseling Services in Dallas, Texas; Barbara Day of Lutheran Social Services of South Dakota; Margi Dunlap of the International Institute of San Francisco; John Goldstein of American Beginnings; Gerry Howe of Catholic Charities of St. Petersburg, Florida; Bruno Sukys of the International Institute of Rhode Island; Jo Marcel Vu of Catholic Charities of Los Angeles; Jack Holmgren of CLINIC; and Melanie Nezer of IRSA.

Their efforts led to production of a manual entitled “Immigration Management: Building Blocks for a Successful Program,” released in January 1997. The manual was updated and expanded in 1999 by Juan Osuna and Wendy Young under the direction of the multi-agency advisory group.

This current manual, entitled “Managing an Immigration Program: Steps for Creating and Increasing Legal Capacity,” used as its starting point the updated 1999 “Immigration Management” manual. However, in approach and substance it is truly the result of collaborative work of program managers from major national, regional and local immigrant rights organizations in more recent years. Their participation included a two-day meeting in Washington, DC in April 2007 to review all available training and informational materials on management and fiscal practices that can enhance the viability and success of immigration service programs. This new management manual is intended for use by all organizations that participate in future managements training.